

Job Description

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

EXECUTIVE TEAM - CHIEF OPERATIONS OFFICER

POSITION SUMMARY:

The Chief Operations Officer is responsible for key functions within the Chief and Executive teams, to drive the strategic direction of the agency and to support Kidango's processes and mission. Oversees and directs Operations, Facilities, Enrollment, Nutrition Services, Regulatory Compliance, and Technology.

POSITION OVERVIEW:

- Employment Type: Full-Time/Exempt
- Location: Warm Springs Administration Office
- Job Category: Executive Team
- Reports to: Chief Executive Officer
- Supervises: Director of Compliance and Eligibility, Director of Facilities, Director of Nutrition, Vice President of Technology, Manager of Compliance.

PRIMARY RESPONSIBILITIES:

- Establishes policies that promote the Kidango culture and vision.
- Designs and implements business operations to ensure effective procedures and budgets are in place.
- Oversees agency operations including enrollment, facilities, nutrition services, technology, and regulatory compliance.
- Oversees physical management of all facilities and other fixed assets including but not limited to facilities, vehicles, furniture and equipment.
- Oversees maintenance of the facilities, planning and making recommendations for short and long range preventative maintenance and major repairs.
- Oversees project management, and construction as needed including opening new facilities and renovation of existing/newly acquired sites.
- Oversees nutrition services department including CACFP regulations, local and state requirements and vended meal accounts.
- Oversees enrollment services department including ensuring the agency certifies families as eligible for state and federal subsidy programs as applicable.
- Oversees technology department ensuring a highly productive, highly available IT infrastructure.
- Hires, trains, supervises, and evaluates direct reports.
- Oversees inventory of agency property and stored records in designated storages.
- Works as a member of the agency team, promoting the mission and philosophy of the agency.
- Ability to work effectively with a diverse group of people.
- Provides excellent customer service to all staff, clients, and contacts of agency.
- Advocates on behalf of all children, families, and staff of agency.
- Maintains confidentiality of children, families and staff.
- Participates in activities that further professional growth of self and staff.
- All other duties as assigned by Chief Executive Officer

POSITION QUALIFICATIONS/REQUIREMENTS:

- BA/BS degree and five years of increasingly responsible work experience or equivalent required.
- Knowledge of CA applicable laws, codes, regulations, policies and procedures, preferably working with licensed child care facilities, enrollment and meal production facilities.
- Ability to work effectively and use a positive approach with a diversity of people.
- Ability to provide leadership, accept responsibility, work independently and set own goals in a professional manner.

- Ability to work on a variety of tasks simultaneously and able to work a flexible schedule.

OTHER REQUIREMENTS:

- Skilled at social emotional relationships with staff, families, children and the community.
- Strong oral, written communication skills with the ability to communicate effectively with people from a wide range of backgrounds.

COMPANY WIDE JOB REQUIREMENTS:

- Must be 18 years or older
- Able to lift 30 lbs. chest high
- Health screening, TB and fingerprint clearance (Department of Justice, FBI, Child Abuse Index)
- Possession of a valid California Driver's License.
- Travel as needed to agency, community and state functions.

ADMINISTRATIVE WIDE DEMANDS:

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This is largely a sedentary role; however the need for some walking and standing will be required
- The ability to lift up to 20lbs may be needed during some job duties
- The employee will be required to use hands for computer work, answering phones calls

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions**

Equal Opportunity Employer/Drug Free Workplace

HOW TO APPLY: To apply for this position please complete an application at

<https://www.kidango.org/Careers>

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.