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| Job Title: | | Chief Operations Officer | | | FLSA: | Exempt | |
| Department/Group: | | Administration | | Reports To: | | CEO | |
| Location: | | Mason | | Travel Required: | |  | |
| Position Type: | | Full-time | | | | | |
| HR Contact: | | Mary Breeze | | Date posted: | |  | |
| Will Train Applicant(s): | | Yes | | Posting Expires: | | ----- | |
| **Job Description**: The primary of focus of the Chief of Operations shall oversee agency facilities and all  non- clinical business lines of the agency. COO will provide supervision to Comp Tran, BTMA, Marketing, Magees, Maintenance. The position will be responsible for the oversight and development of the agency programs, acquire bids for all projects, and work with CFO to review all capital expenditures. The COO will also be responsible for procuring and reviewing all contracts, insurance policies, etc. required for agency business and operations | | | | | | | |
| Applications Accepted By: | | | | | | | |
| Drop off at Comprehend Office  611 Forest Avenue  Maysville KY, 41056 | | | Email:  [mbreeze@comprehendinc.org](mailto:mbreeze@comprehendinc.org) | | | | |
| Job Description | | | | | | | |
| Role and Responsibilities  Provide direct supervision to Marketing, Director Maintenance, Magees, BTMA and CompTran Coordinators.  Responsible for budget, revenue, and expenses of all non-clinical programs    Responsible for community outreach and marketing of the business lines to generate growth in programs and increased revenue.  Responsible for maintenance of all properties, working with the Maintenance team to ensure all properties are in best condition possible and maintained.  Responsible for ensuring all Comp Tran vehicles are in proper working order and are maintained.  Responsible for management of BTMA, ensuring quality of service delivery, efficiency of practice management including service provision, staffing, and billing.  Ensure that the agency has appropriate lines and amounts of insurance coverage for all Comprehend facilities and services, i.e. property, malpractice, cyber security, board and officer, worker compensation and automobile.  Review and manage all agency contracts for services and equipment, as well all professional agreements with other entities.  Establish and maintain vendor relations.  **Qualifications and Education Requirements**  At a minimum a Bachelor’s degree in Business (Master’s preferred)  Public speaking and training skills preferred.  Excellent writing skills preferred.  **Special/Physical Requirements**  Capability of responding in the community in locales which may not be handicapped accessible.  Willing and able to travel inside and outside of the region.  Must possess a valid driver’s license.  Occasional requirement to perform job duties outside of traditional office hours | | | | | | | |
| Reviewed By: | VP of Clinical Services | | | Date: | | 5-12-21 | |
| Approved By: | Human Resources | | | Date: | |  | |
| Employee Signature: |  | | | | | |
| Last Updated By: | 5-12-21 | | | | | |