Job Title: Chief Operating Officer  
Job Code: 32691

**JOB SUMMARY**

Reporting directly to the commissioner, the Chief Operating Officer ensures the prompt and efficient delivery of services through the leadership, management, and supervision of assigned departments in the Technical College System of Georgia.

**MAJOR DUTIES**

- Accountable for the leadership and development of assigned operational departments;
- Develops and executes a strategic business plan to drive the continued growth of the Technical College System of Georgia through allocation of resources and ensuring long term sustainability of agency programs;
- Recommends yearly budget for approval and manages organizations’ resources within those budget guidelines according to current laws and regulations;
- Assures the organization and its mission, programs and services are consistently presented in a strong, positive image to relevant stakeholders;
- Conducts or participates in the development, review, revision, interpretation and/or implementation of policies, procedures, standards, and guidelines to improve administrative and operational function of the agency;
- Coordinates interaction between departments, agency and operating units, other programs and/or external customers as appropriate;
- Implements strategies to provide for capable management succession; and ensures the best use of resources to achieve organizational goals and assure continuity of leadership.

**COMPETENCIES**

- Ability to implement appropriate courses of actions to ensure compliance
- Ability to analyze the operational impact of legislative and executive initiatives
- Ability to organize and manage program areas
- Ability to set goals with defined milestones to measure progress
- Ability to counsel subordinates when necessary
- Skill in developing and managing the budget process
- Skill in the operation of computers and job-related software programs
- Oral and written communication skills
- Skill in interpersonal relations and in dealing with the public
- Decision making and problem solving skills

**MINIMUM QUALIFICATIONS**

A Bachelor’s degree in Business or Finance or a related field *and* a minimum of Five (5) years of experience developing and managing budget
PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.