

Chief Administration Officer

SUMMARY:

Responsible for planning, organizing and directing a significant portion of the organization's support functions such as Personnel, Marketing, Business Development, Branch Development and Training. Directs the activities of the Administrative Departments and ensures that all areas of responsibility support organization policies, programs, objectives, and goals

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- studies management methods to improve workflow, simplify reporting procedures, or implement cost reductions in the following departments/functions: Human Resource Development, Research and Product/Service Development, Training, Education and Staff Development, Centralized Purchasing and Inventory Management, Risk Management
- analyzes jobs to appropriately define position responsibilities for use in wage and salary adjustments, promotions, and evaluation of workflow.
- coordinates collection and preparation of operating reports such as time and attendance records, terminations, new hires, transfers, budget expenditures, and statistical records of performance data.
- issues and interprets operating policies. Reviews and answers correspondence.
- assists in preparation of budget needs and annual reports of organization.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)