

Job Title: Vice President of Operations
Department: Executive
Reports To: CEO
FLSA Status: Exempt



of Tarrant County

Position Summary: The Vice President of Operations maintains systems and procedures necessary to manage the overall organization operations and to implement strategic plans developed and/or approved by the Board of Directors (Board). VP of Operations will be responsible for a variety of significant activities including internal operations, contracts, and the business operations and growth of Tarrant County Kids. They will be instrumental in ensuring consistent and effective internal processes and communications to strengthen the agency's programs and position the organization for continued success.

Essential Duties and Responsibilities: To perform this job successfully, individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Oversee the program operations and the Director of Tarrant County Kids (Licensed Child Care) to provide with management guidance, strategies for regional growth, and operational assistance.
- Support organization staff to make consistent and progressive steps toward organizational and programmatic consistency and sustainability; effectively communicate work plans and priorities derived from the organization's strategic plan by partnering with leadership team and Board of Directors to follow through with coordinated accountabilities, objectives, and associated budgets.
- Enhance organizational excellence by establishing operational benchmarks, systems, timelines, and resources including operational and business manuals needed to achieve strategic goals, proactively recommending, and driving improvements as necessary; set standards for accountability and measurements of success.
- Communicate and strategize needs for organizational quality and growth.
- Overall accountability for and directs others in the maintenance, security, and ownership or lease obligations of all facilities owned, controlled, or utilized by the organization.
- Management of facilities and property. Includes Girls Inc. owned properties, vehicles, short- and long-term leases. Identifying, renovating, and maintaining space for agency and program usage.
- Negotiate, generate, and track MOUs, LOAs, and contracts prior to and during implementation for deliverables.
- Lead organization through business operations evaluation Affiliate Model Assessment Tool (AMAT) annually and direct or support identified needs based upon evaluation.

Competencies: To perform the job successfully, an individual should demonstrate the following:

Achievement Focus – Demonstrates persistence and overcomes obstacles. Measures self against standard of excellence. Recognizes and acts on opportunities. Sets and achieves challenging goals. Takes calculated risk to accomplish goals.

Business Acumen – Aligns work with strategic goals. Conducts cost-benefit analyses. Demonstrates knowledge of market and competition. Displays orientation to profitability. Understands business implications of decisions.

Strategic Thinking – Develops strategies to achieve organizational goals; Understands organization's strengths and weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Analytical - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs workflows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

Quality Management - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Master's degree or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.

Language Ability: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Ability: Calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Apply concepts of basic algebra and geometry.

Reasoning Ability: Define problems, collect data, establish facts and draw valid conclusions. Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills: To perform this job successfully, an individual should have advanced knowledge of Microsoft Office Suite.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include Close vision, Distance vision and Depth perception. While performing the duties of this job, the employee is required to sit, stand, walk and talk or hear.

The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; expansive reading; visual inspection involving small defects, small parts and/or operation of machines (including inspection); using measurement devices; and/or assembly of fabrication of parts at distances close to the eyes.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.