



Chief Administration Officer

POSITION SUMMARY

The Chief Administration Officer (CAO) manages and supervises the day-to-day operations of the organization. The work of the CAO is a critical factor in the overall performance of the organization, ensuring the smooth operations of the business in keeping with established policies and procedures. In addition, the CAO is an integral member of the executive leadership team and plays a key role in the development of the organization's mission, vision, and strategy.

FLSA Status

This position is exempt under the Fair Labor Standards Act.

Reporting Relationship

Reports to the Chief Executive Officer (CEO).

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work in partnership with the CEO to develop strategies and policies to meet the organization's goals.
- Execute strategies to optimize performance across all areas of responsibility. Manages and supervises the day to day operations of various functions, including finance and human resources.
- Play a leading role in compiling the organizational budget and developing a growth strategy.
- Manage budgets and resource allocation, and organizational assets.
- Manage hiring and contracting, and business negotiations, including contract management.
- Manage performance reviews and employee engagement to optimize personnel contributions.
- Manage the annual audits of the District, Foundation and Retirement Protection plan.
- Analyze audit reports and formulate and implement corrective action plans where needed.
- Ensure timely filing of annual tax reports and reporting for the State Controller's Office.
- Oversee leasing, property maintenance, and management of the Las Palmas Medical Plaza.
- Maintain oversight of District real estate holdings.
- Act as the designated plan administrator for the organization's retirement plans.

- Designated lead for the following standing committees of the Board of Directors: Finance, Legal, Administration & Real Estate; Board & Staff Communications and Policies; and Hospital Lease Oversight.
- Coordinate organizational activities.
- Compile performance reports monthly and present reports to the CEO, standing Board committees, and the Board of Directors.
- Ensure compliance with all federal, state, and local laws and regulations; ensure compliance with the rules of the Securities Exchange Commission (SEC) and other governing agencies.

Other duties may be assigned. The duties listed here are typical examples of the work performed; not all duties assigned are included, nor is it expected that all similar positions will be assigned every duty.

Supervisory Responsibilities

- Directly supervises personnel, including subordinate supervisors.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems in a timely manner.

MINIMUM 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

A Bachelor's degree from an accredited institution, or the equivalent; degree in Business Administration, Accounting, or a similar area of study is preferred.

Professional Experience

- Five (5) years of proven experience in organizational management at the executive level; ability to think strategically and inform business decisions. Ability to make sound business projections three (3) years into the future.
- Proficient in operational business functions (i.e., human resources, contract management, information technology).
- Strong financial acumen; knowledge of fiscal management principles, planning, budgeting, and reporting.
- Knowledge of relevant federal, state, and local laws and governing regulations

Language Skills

- The ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

- The ability to write reports and business correspondence.
- The ability to effectively present information and responds to questions from groups of managers, constituents, internal and external stakeholders, and the general public.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret graphs.

Reasoning Ability

- Ability to solve practical problems and deal with a variety of concrete variables where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

- Solid experience with computer skills in email and calendaring applications, and in using word processing, spreadsheets, presentation, and database software.

Other Skills & Qualifications

- Ability to prioritize conflicting demands and deadlines.
- Strong organizational and time management skills.
- Ability to handle sensitive and confidential information with discretion.
- Ability to communicate clearly and in a compelling manner with stakeholders at every level.
- Strong interpersonal skills and the ability to work in a diverse work environment.

Certificates, Licenses, and Registrations

Valid licensure as a Certified Public Accountant (CPA) in the State of California.

Travel Requirements

This position does not require travel.

Access to reliable transportation.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

The employee will sit, talk, hear, and use hands up to 2/3 of the time. The employee will stand and walk up to 1/3 of the time. The employee is routinely required to carry and/or lift up to 25 pounds.

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.