

Texas A&M System-Wide Classification Description

Classification Title Code/Title: XXXX/ TFS Division Chief Operating Officer

Exempt Status: Exempt *Exemption may be subject to applicable salary requirements from the Department of Labor

Pay Grade: 17

Job Summary:

The TFS Division Chief Operating Officer serves as executive officer for the Associate Director, provides leadership, coordination and oversight for both programmatic and administrative activities of the division, and serves as a division liaison to external agencies, groups and associations on agency related issues at the local, state and national, levels.

Essential Duties and Responsibilities

- Serves as executive officer for the division, under the general director of the Associate Director.
- Supervises assigned staff and provides general direction and oversight to assigned units.
- Researches and provides substantive and analytic information related to division programs and operations. Advises associate director on decision making.
- Serves as problem solver to mitigate internal and external issues for division.
- Coordinates with department heads on implementation of division plans and initiatives; monitors progress.
- Represents division and agency in meetings, committees and events at local, state and nation levels.
- Coordinates strategic planning activities for division.
- Monitors and advises on legislative activity related to division programs.
- Oversees operations of division during absence of associate director.
- Coordinates preparation of responses for division to requests from federal, state, local and other leaders.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor's degree or any equivalent combination of education and experience.

Experience – Minimum of nine years of experience in forest management, wildfire and emergency response, agency administration.

Knowledge, Skills, Abilities

Broad knowledge of federal and state natural resource programs. Broad knowledge of strategic planning processes. Progressive management experience. Strong oral and written communication skills. Ability to plan and organize effectively. Ability to multitask and work cooperatively with others. Knowledge of MS Office Suite software.

Registration, Certification, or Licensure

Texas A&M System-Wide Classification Description

None.

Supervision Received/Given

This position receives general direction and generally supervises employees.

Other Requirements

Requires some work on weekends and evenings.