

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Chief Operating Officer

Iowa Economic Development Authority

Definition

Serves as the Iowa Economic Development Authority's chief operating officer and is responsible for Authority operations; serves as the Iowa Economic Development Authority's chief legal counsel overseeing legal operations; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Supervises and evaluates the work of subordinates; recommends personnel actions related to selection, disciplinary procedures, performance, leaves, grievances, work schedules, and assignments; administers personnel policies and procedures.

Initiates and implements policy decisions impacting both the day-to-day and long range operations of all facets of the Authority in support of its mission; coordinates these operations and keeps the Director and senior management informed of all major developments; establishes related policies and procedures to ensure all programs are administered in an efficient and timely manner and in compliance with state and federal law, regulations, administrative rules and board directives.

Plans, develops and establishes rules, policies and objectives unique to the Authority such as: private activity bonding including issuance of notes, uses of sale proceeds, establishment of sufficient reserve requirements in order to provide sufficient return for investors and ensure financial stability; oversees the uses of bond proceeds for business financial assistance and other activities of the Authority; oversees policies for the Authority's competitive bidding processes as per legislation and any board directives; assists with the establishment and oversight of the Iowa Innovation Corporation and administering of other programs as directed by legislation.

Oversees the development and implementation of internal policies and procedures for efficient Authority operations including contractual formats for all programs and a sufficient review process to ensure awards are administered in conformance with all applicable laws and regulations; oversees an efficient and timely budget and accounting process; establishes procedures for professional services contracts; collaborates with the Director, senior management, and other key staff as needed for orderly and efficient operation of the Authority.

Analyzes organizational, operational, and/or legal issues and develops strategic solutions.

Provides input, interpretation and direction related to contract compliance on all programs and directives; gives direction/input on new or revised legislation which would impact the Authority and its programs; presents and provides information to the Legislature regarding Authority operations; serves on various Authority or interagency committees.

Competencies Required

Knowledge:

- Administration and Management – Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Customer Service – Principles and processes for providing customer services, including customer needs assessment, meeting quality standards for services, and evaluating customer satisfaction.
- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Personnel and Human Resources – Principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Sales and Marketing – Principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.

Abilities:

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Speech Clarity – Speak clearly so others can understand.
- Speech Recognition – Identify and understand the speech of another person.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Originality – Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Skills:

- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

- Speaking – Talking to others to convey information effectively.
- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Management of Personnel Resources – Motivating, developing, and directing people as they work, identifying the best people for the job.
- Management of Financial Resources – Determining how money will be spent to get the work done, and accounting for these expenditures.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Negotiation – Bringing others together and trying to reconcile differences.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.

Minimum Qualification Requirements

Graduation from an accredited four-year college or university with a degree in any field, and experience equal to eight years of full-time work as a senior manager in a recognized Iowa Economic Development Authority area (e.g., law, finance, or marketing).

Effective date: 11/19 SA