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## Chief Operating Officer (COO)

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### The Opportunity

The Chief Operating Officer (COO) position is located in the Department of Forensic Sciences (DFS). The mission of the DFS is to provide high-quality, timely, accurate, and reliable forensic science services using best practices and best available technology, focusing on unbiased science and transparency, to enhance public safety and health.

The incumbent is responsible for operations of various units pertaining to financial and administrative management of the agency. Oversees financial management, performance management, risk management, management analysis, and related administrative services. Supervises the subordinate's interactions, work processes and product, effectiveness and efficiency of deliverable programs and services. Works collaboratively with Human Resources, Office of Contract Procurement, Agency Fiscal Officer.

### What you'll do

The specific functions of the job include:

- Serves as a senior member of the DFS management team and recommends and formulates policies, strategies, and sets priorities to meet the needs of the agency; develops and maintains accountability measures and continuous improvement initiatives for the success of the agency.
- Matches potential funding with agency's strategic plans, objectives, and needs. Leads in the preparation and justification of the agency budget, including the presentations and briefings developed for the Director to provide to the Executive Office of the Mayor and Deputy Mayor for Public Safety and Justice.
- Provides information and advice to program managers/directors, reviews and edits unit, departmental, and office budget submissions for reasonableness, accuracy, and conformance with procedures and guidelines, negotiates budget funding amounts, timing, and changes with DFS Director and/or program managers; monitors budget and recommends reprogramming of funds as needed.
- Oversees the agency spending and budget execution (i.e., obligation and expenditure of funds) and works with each major agency unit or division to ensure the successful execution of their spending plans and allocation of resources; reviews spending activities for operational efficiencies; maintains and manages the agency contracting and procurement program activities.
- Recommends adjustments, such as redistribution of funds within budget accounts, in response to changes in programs, staffing levels, and/or funds available. Exercises budget controls through review and analysis of contract plans and management processes, identification of problem areas, development, and implementation of changes as appropriate, approval of the obligation and expenditure of funds for management and administrative purposes.
- Coordinates the planning, development, maintenance, and implementation of processes and



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procedures related to grants and contracts with federal, state, and other public and private agencies and corporations.

- Oversees the operations program by working with unit managers to provide inventory tracking and manage spend plan and requisitions; provides logistical support and ensures proactive procurement of necessary services, supplies, and equipment for the laboratory and administrative needs.
- Works directly with the Office of the Chief Financial Officer (OCFO) to formulate budget estimates for multi-year programs, and perform program cost analyses, and projections of forensic and public health projects. Conducts analyses of requirements to ensure that resources (workforce, facilities, and equipment) are appropriately planned for and utilized according to program.
- Coordinates and consults with the DFS General Counsel in requesting legal assistance to support the office's mission and in responding to requests for litigation and other legal activities.

#### **Key Qualifications/Requirements**

- MBA in a related field preferred.
- Management experience required; executive team experience preferred.
- Has experience working closely with HR on salary related issues and Schedule A reports.
- Has experience working with OCP and handling grant funds and contractors.
- Has worked with facility issues and issues with large equipment purchases.

#### **General Information**

##### **Hours:**

- Full-time, 40 hours per week, Monday – Friday

##### **Salary/Benefits:**

- \$122,000 - \$170,938 (salary based on qualifications)
- Dental, Health & Life Insurance

##### **Working Environment:**

- Primarily sedentary work

**NOTE:** To qualify for this position, required education, experience, knowledge and skills must be clearly stated on your application's employment history. Resumes are welcome, but we do not use any information provided on your resume to qualify and refer you to the Hiring Department for consideration.

**Interested applicants should submit a resume and cover letter to [DFS.HR@dc.gov](mailto:DFS.HR@dc.gov). Please use position title in the subject line: Chief Operating Officer.**