

Job Description
JD-ACCT-XXX, X.X



Job Title:	CHIEF OPERATING OFFICER (COO)		
Location:	Santa Fe/Los Alamos, NM	Travel Required:	Monthly or more to Washington, DC for first 6 months; then as needed
Level/Salary Range:	\$190,000/yr - \$225,000/yr (Plus Bonus Plan)	Position Type:	Full-time
Contact:	Human Resources POC: Rebecca Schneider	Date Posted:	August 8, 2017
Reports to:	Chief Executive Officer	Posting Expires:	August 31, 2017
Website:	www.techsource-inc.com		
APPLICATIONS ACCEPTED BY: HUMAN RESOURCES			
EMAIL/FAX: Human_Resources@techsource-inc.com Subject Line: COO Attention: Rebecca Schneider or Fax: (505) 988-7656		MAIL: Human Resources ATTN: Ms. Rebecca Schneider TechSource, Inc. P.O. Box 988 Los Alamos, NM 87544	

Position Description

The Chief Operating Officer (COO) operates as the principal officer for all operations of the company using policies, procedures, and actions that promote company culture and vision. The COO reports directly to the Chief Executive Officer (CEO).

The COO provides the leadership, management and vision necessary to ensure that TechSource has the proper operational controls, administrative and reporting procedures, and human capital systems in place to operate efficiently, maintain fiscal stability and strength, and drive sustainable growth. The COO accomplishes this through a respectful, constructive and exemplary style and behavior. The COO is the prime leader by example and promotes and sets the standard for others by modelling the way consistent with corporate core principles, ethics, and positivism of TechSource. Defining the roles and responsibilities for each position within TechSource and empowering each person with the authority to fulfill their responsibilities is a key function of the COO.

Individual Responsibilities

The COO is responsible for:

- Designing and implementing business strategies, plans, and procedures that achieve an integrated operation and promote a “One TechSource”
- Setting comprehensive goals for performance and growth
- Developing, in collaboration with the CEO and Controller, an annual operating plan to optimize TechSource performance and achieve strategic business objectives
- Overseeing and managing all TechSource resources including technology and people in the day-to-day administrative, business, and technical services delivery operations
- Directly contributing to and leading continued, substantive corporate growth
- Supporting the CEO, principals, Board of Directors (BoD), and staff
- Evaluating company performance by analyzing and interpreting data and metrics
- Developing, managing, and overseeing the operational corporate budget
- Delivering performance reviews for direct reports and defining professional development plans for staff
- Managing organizational structure and selection of new staff
- Working directly with headquarters, Program Managers, Project Leaders, and outlying staff to address challenges and opportunities
- Managing and supporting relationships with partners and external resource providers
- Leading all tactical and strategic team meetings
- Owning master project list and assigning special projects
- Keeping the CEO fully and candidly informed of the performance of both fiscal and human capital resources
- Being available to the CEO to brief on operational matters before BoD meetings
- Being available to brief the BoD as requested
- Fostering a corporate culture that promotes ethical practices, customer focus and service and encouraging individual integrity
- Modeling a corporate culture of professional conduct and behavior that is conducive to attracting, retaining, motivating and developing a diverse group of top-quality employees
- Assessing and managing the principal risks of TechSource including proposals, projects and the contributions of staff

Supervisory/Management Team Responsibilities

Subject to the oversight of the CEO and the President, the COO shall exercise direction and control over the day-to-day operations of the Corporation. The COO shall have the general powers and duties of management usually vested with a corporate COO including:

- Management and direction of human capital management and personnel actions (i.e. hiring and firing authority, performance, assignments, etc.) to include, but not limited to, corporate staffing plans, interviewing, hiring, assigning duties to team, directing work, advocating for and disciplining employees, performance reviews, and addressing complaints and resolving problems.

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- Commitment authority for proposals, contracts, and teaming agreements
- Approval of the acquisition of facilities, equipment and supplies.
- Direction, coordination and evaluation of the business support and technical teams.
- Execution of duties and supervisory responsibilities in accordance with the company policies and applicable laws.
- Leadership that instills corporate interaction and mutual support to other corporate functions across all corporate locations.
- Establishment of a positive, productive, and proactive team atmosphere and delivery.
- Institutionalization of policies, procedures, processes, and persona of “One TechSource.”

Depending on progress and / or performance, the CEO and /or the Board may delegate additional authorities and duties from time to time.

When authorized by the CEO/President, or authorized by the BoD due to the unforeseen unavailability of the CEO/President, the COO shall perform all of the duties of the President/CEO and shall have all the powers of and be subject to all the restrictions upon the President/CEO, including the power to sign all instruments and to take all actions authorized to perform by the Board or Bylaws.

Required Skills

- Proven experience with management of \$35-\$60M/year business unit
- Proven success leading, managing, and supporting government contracting profit/loss centers
- Proven capacity to interact at the senior leadership and management levels of the federal government or industry, yet, willing and able to assist with staff level activities such as marketing materials development, proposal development, business development, planning, technical support/consulting delivery, etc.
- Personnel Development
- Organization Development
- Market analysis pertaining to science and engineering consulting to the Federal Government and industry
- Business strategy development and execution
- Proven track record of developing and closing business deals
- Profit/Loss business unit management

Required Education/Certification

- BA/BS degree.
- Advanced Degree in Management desired

Required Experience

- A minimum of 15 years experience in business operations with at least 10 years of federal government contracting with increasing levels of responsibilities.
- Strong knowledge and experience of the FAR, DEAR, and DCAA requirements

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- Must possess a proven track record of a strong attention to detail, a strong customer support orientation for both internal and external customers, the capacity to work well with others in demanding situations, and a demonstrated record of both independent and team-building skills.
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Desired Skills

- Some technical background preferred either by education, training, or job assignments
 - An MBA is preferred.
 - DOE field, HQ, or NNSA experience is preferred.
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Description of Physical Demands and Work Environment

- Typical office equipment and regular computer work.
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About TechSource, Inc.

TechSource is a nationally recognized engineering and consulting firm specializing in the management and technical delivery of large-scale nuclear and high-technology projects. The company provides direct access to more than 800 experts and industry leaders in the nuclear sciences, non-proliferation technologies, accelerator physics, and systems engineering arenas. TechSource's outstanding technical service has allowed the company to achieve a client retention rate of over 95 percent.

TechSource, Inc is an Equal Opportunity Employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or veteran status. All applicants are invited to self-identify as an individual with a disability or as a veteran at any time.