



**DEPUTY CHIEF OPERATING OFFICER**

**Department: Executive**  
**Job Class #: 165200**  
**Pay Range: Executive 40**

**FLSA: Exempt**  
**Represented: No**

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** Within the scope of delegated authority, the Deputy Chief Operating Officer is responsible for ensuring directors of Executive departments and administrative offices abide by prudent management practices and operate in support of the County's strategic priorities.

In addition to acting as the Chief Operating Officer (COO) when delegated, the Deputy COO serves as a senior advisor to the Executive on policy, administrative, legislative, and external affairs. The incumbent also is responsible for developing and overseeing a strategic planning and performance management program, overseeing government relations services, and assisting in policy development and analysis.

This position is appointed by and serves at the pleasure of the Executive. Council confirmation is not required.

**ESSENTIAL FUNCTIONS:**

- As directed by the Executive or Chief Operating Officer, oversee and maintain prudent management practices of departments supervised by the Executive.
- Act as the COO when and as delegated.
- Serve as senior advisor to the Executive on policy, administrative, legislative, and external affairs.
- Develop and oversee a strategic planning and performance management program.
- Oversee contracted government relations services.
- Assist in policy development and analysis.
- Keep the Executive and/or COO apprised of, and appropriately involved in, significant actions undertaken on the Executive's behalf. This includes informing the Executive and/or COO of initiatives under consideration and receiving authorization prior to proceeding with development and implementation.
- Conform to the County Charter, Code, Finance Policy and Procedures Manual, Human Resources policies and appropriate portions of the Administrative Guidelines for Career Service, and Information Technology Policies and Procedures.

**OTHER JOB FUNCTIONS:**

Perform other job functions as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** Works under the general direction of and is responsible to the Chief Operating Officer. Either directly or through subordinate staff, plans, assigns, directs, supervises and evaluates the work of professional employees. Assists the COO in the development and implementation of policy, procedures, and programs for the County. The Deputy COO exercises supervisory powers delegated by the COO.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is performed in an office environment and at various field offices. May be required to work at a desk or other work station for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise is required.

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### **Classification Description – Pierce County**

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**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical demands include the ability to alternate between sitting and standing for extended periods of time (up to 8 hours); see, listen and speak for extended periods of time; and frequent walking. Other physical and mental demands include occasional balancing, stooping, kneeling, climbing stairs, pushing, pulling and lifting. Incumbents in this position must be able to reason, analyze and communicate effectively, both verbally and in writing. Driving to various locations is required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Possesses the knowledge, skills and abilities to successfully perform the essential functions of the position. Communicate effectively in order to provide regular updates and recommendations to the Chief Operating Officer (COO) and as requested communicate both verbally and in writing with other County employees, the community, and other programs, municipalities, and agencies.

**MINIMUM REQUIREMENTS TO APPLY:**

Bachelor's degree required; advanced degree preferred. Additional credentialing and experience in related field(s) considered.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** A valid Washington State driver's license or ability to otherwise meet the travel requirements of the position is required. Ability to successfully complete a Pierce County background investigation prior to employment is required.