



JOB DESCRIPTION: Vice President of Operations

Job Title:	Vice President Operations
Department:	Operations
Reports To:	President and CEO
Classification:	Regular, Full Time Exempt
Supervisory responsibility:	CTTC Staff and Contractors
Position Start Date:	October 1, 2008

Position Summary:

Under the direction of the President and CEO, the Vice President of Operations (VP) assists in management of operations and implementation of policies and procedures. VP provides leadership to and directs the Administration, Finance, Human Resources, and Information Technology programs. The incumbent sets goals, monitors work, and evaluates results to ensure that departmental and organizational objectives and operating requirements are met and are in line with the needs and mission of the organization. May provide staff support to Board, committees and outside organizations and can represent CTTC as spokesperson at important functions.

Key Duties & Responsibilities:

Organizational Planning

- Facilitates the development, maintenance and monitoring of organizational plans.
- Responsible for preparing the organization for ongoing change.
- Ensures clarity, understanding and commitment from all stakeholders.
- Responsible for the development and management of integrated, strategy aligned departmental work plans.
- Responsible for the development and management of the annual operating and capital budgets.

Management Accountabilities

- Directs all aspects of effective administrative management, financial management and reporting, information technology, facilities and human resource management.
- Responsible for supporting the President and CEO and other senior directors in all aspects of program growth specifically through strategic and operational planning guidance and by ensuring that required infrastructure and support services are in place.

Innovation

- Develops innovative initiatives to enhance internal efficiency and effectiveness.
- Performs other related duties as assigned. Such duties do not normally change the level of the job.

Supervision Exercised:

The Vice President of Operations directly supervises Directors, Managers, and Administrative Assistants. VP is responsible for overall management to achieve customer satisfaction. VP

must develop and interpret policies, procedures, purposes and goals of the organization for subordinates. Responsible for subordinate employees' performance reviews.

Experience and Skills:

- Demonstrated leadership roles in previous positions desirable.
- Previous team management and supervision.
- Excellent public presentation and interaction skills.
- Ability to negotiate contracts.
- Board governance, management and membership experience highly desired.
- Ability to work with government agencies and other investors as part of collaborative relationship in meeting organizational mission and performance objectives.

Other Qualifications and Requirements:

- Bachelor's Degree or higher in Business Administration, Computer Science, or Finance.
- Strong knowledge of technology platforms and systems.
- Strong knowledge of Financial Management.
- Proven track record in not-for-profit management.
- Experience in a growth-oriented sales and marketing organization.
- Minimum of five years overseeing organizational human resources activities.
- Consensus building skills.

Compensation:

In addition to salary, CTTC offers medical, dental, vision, disability, sick and vacation leave, and a 401k plan.

How to Apply:

Please send your cover letter and resume by e-mail to Matthew Sabbatini, Acting Director of Finance and HR, at operationsjobs@visitcalifornia.com, no later than July 15, 2008.

CTTC is an equal opportunity employer.