

Chief Operating Officer

Bigfork Valley / \$147,600 - \$214,000 / Full-Time

258 Pine Tree Drive, Bigfork, MN, United States

Benefits- Full-Time/Part-Time Employees

- **Health Insurance:** Bigfork Valley offers medical insurance with a Health Savings Account and employer contributions.
- **Dental Insurance:** Bigfork Valley offers dental coverage through Delta Dental.
- **Vision Plan:** Bigfork Valley offers vision coverage through VSP Vision Network.
- **Healthcare and Dependent Care Flexible Spending Accounts:** Bigfork Valley offers both Healthcare FSAs and Dependent Care FSAs to employees.
- **Life Insurance and Long-Term Disability:** Basic term life insurance and Long-Term Disability are provided to employees at no cost. Supplemental voluntary life is also available for employees and their dependents.
- **Retirement:** Employees are eligible to contribute to a 457(b) (traditional or Roth), with Bigfork Valley providing a match after one year of employment.
- **Employee Assistance Program:** Bigfork Valley offers you and your family members free, short-term counseling, referral, and support services.
- **Paid Time Off (PTO)** to offer a work-life balance.
- **Employee Referral Program**
- **Experience Pay Given**

Job Summary

Directs, administers, and coordinates the activities of the organization in support of policies, goals, and objectives established by the Chief Executive Officer and the Board of Directors by performing the following duties personally or through subordinate managers. In addition, the COO must exhibit an awareness and understanding of positive ethical and moral principles consistent with the mission and values of Bigfork Valley.

- Guides management in the development, production, promotion, and financial aspects of the organization's products and services.
- Directs the preparation of short-term and long-range plans and budgets based on broad corporate goals and growth objectives.
- Oversees assigned department heads who direct department activities that implement the organization's policies.
- Implements programs that meet corporate goals and objectives.
- Creates the structure and processes necessary to manage the organization's current activities and its projected growth.
- Maintains a sound plan of corporate organization, establishing policies to ensure adequate management development and to provide for capable management succession.
- Develops and installs procedures and controls to promote communication and adequate information flow within the organization.
- Supervises design of hardware and software systems to assist in the smooth and efficient flow of information.
- Establishes operating policies consistent with the Chief Executive Officer's Broad policies and objectives and ensures their execution.

Job Summary continued

- Evaluates the results of overall operations regularly and systematically and reports these results to the Chief Executive Officer.
- Ensures that the responsibilities, authorities, and accountability of all direct subordinates are defined and understood.
- Ensures that all organization activities and operations are carried out in compliance with local, state, and federal regulations and laws governing business operations.
- Assumes overall executive authority in the absence and unavailability of the Chief Executive Officer to execute contracts (according to policy), direct the operations and personnel of Bigfork Valley and authorize expenditures not to exceed \$10,000.
- Deals constructively with conflict situations; acts in a manner which promotes cooperation and consensus building.
- Consistently maintains a positive constructive attitude; demonstrates awareness, concern, support and responsibility for the success of Bigfork Valley.
- Exhibits and upholds work-related behaviors which are in accordance with the general rules and procedures of Bigfork Valley as well as relevant professional codes of ethics, and which reflect an appropriate role model for other employees.
- Represents Bigfork Valley in a positive manner in interactions with customers, business partners and the public at large.
- All other duties as assigned.

About the Position

- Full-Time
- Days
- On-Site

Qualifications

- Bachelor's degree from an accredited four-year college or university in related field(s); and five to seven years progressive experience preferably in healthcare or equivalent combination of education and experience.
- Master's degree in related field(s) preferred.

*The hourly wage for this position is \$147,600 - \$214,000/annual, with a median wage of \$180,000/annual. It is not typical for an individual to be hired at or near the top of the range for their role. Compensation decisions are dependent on the facts and circumstance of each case and on several factors including relevant work experience, education, certification & licensure, and internal equity. Hourly pay is just one part of the compensation package for employees.

EEO/AA Employer/Vets/Disability