

JOB DESCRIPTION
Chief Operating Officer
(47 lawyers, one office location, \$120-150K)

Position Chief Operating Officer

Location _____, _____

Description The law firm of _____ seeks a dynamic individual with demonstrated leadership attributes to become its Chief Operating Officer, beginning in September 2010. In addition to serving as a member of the Firm's Executive Committee, the Chief Operating Officer oversees all day-to-day administrative and management functions of the Firm. The ideal candidate has a minimum of ten years experience with professional services firms, and possesses proven financial management and reporting skills.

Importantly, the Chief Operating Officer is given considerable authority and autonomy to achieve Firm goals and objectives, including improved operating efficiencies and enhanced profitability.

Based in _____, _____, _____ currently has 47 lawyers and 55-member support staff. For more information, visit www._____.com.

Duties and

Responsibilities The Chief Operating Officer oversees and directs all management functions, including financial management, personnel, information systems, marketing, facilities management, and administrative policies and procedures.

Finance and Accounting

Prepares and monitors annual budget, as well as long-term fiscal plans for the Firm; directs the development, implementation and adherence to budgets and systems to achieve operating and financial objectives. Establishes financial controls and guidelines which optimize cost effectiveness and profitability. Studies and recommends improvements in financial systems and reports. Works with the Billing & Collections Manager to develop and maintain efficient processes and procedures to maximize firm profitability.

Human Resources

Works with the HR Manager to hire, train, manage and evaluate all non-lawyer administrative and support personnel; including salary administration, benefits administration, workers' compensation, personnel data systems, job design and resource allocation. Assists in recruiting, training and evaluating lawyers, as well.

Information Technology

Works with the IT Manager to direct the evaluation and enhancement of existing and future computer, photocopy, and telecommunications systems and equipment. Studies and recommends improvements in legal technology and information systems. Oversees the formulation and implementation of disaster preparedness policy.

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Marketing and Business Development

Works with the Marketing Manager to recommend, develop, implement and monitor Firm, practice group and individual attorney marketing and business development plans and initiatives.

Facilities Management

Works with the Facilities Manager to maintain and optimize the Firm's physical facilities, furnishings and equipment; including working with landlords, contractors, architects, decorators, and other vendors and suppliers as needed.

Management and Governance

Creates agenda for, attends and maintains minutes of all Shareholders' and Executive Committee meetings. Ensures implementation of decisions made by the Managing Shareholder and Executive Committee. Drives the strategic and tactical planning process, and works with the Managing Shareholder and Executive Committee to develop and operate the law practice and to position the firm for the future.

Qualifications Minimum 10 years experience in management and administration in a professional services firm environment, with law firm experience preferred.

Strong financial skills required, with an MBA and/or CPA preferred.

Effective organizational, communications and interpersonal skills required.

Excellent problem-solver and team player. "Firm first" attitude and mindset.

Must work effectively with other motivated professionals in a challenging, fast-paced environment.

Compensation Package

\$120-150,000 per year, commensurate with experience and credentials. Full benefits and relocation package are also included.

Reporting Relationships

Reports to the Firm's Managing Shareholder, with a "dotted-line" relationship with the Executive Committee.

Supervises six direct reports, and a total support staff of 55 individuals.

Contact

Qualified and interested candidates should send a resume and cover letter to JRemsen@TheRemsenGroup.com.

May 21, 2010

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