

JOB DESCRIPTION
Director of Administration
(90 lawyers, four office locations, \$150-180K)

Position Title: Director of Administration
Department: Administration
Classification: Management - Exempt (40+ hours per week)

Position Purpose

The Director of Administration/COO has the overall responsibility for all business functions, manages the operations of the law office to function smoothly and economically, and is expected to creatively define and enhance the scope of the operation.

Essential Duties and Responsibilities

- Oversees and directs all management functions, including personnel, administrative policies and procedures, financial management, professional liability, facilities management, information systems, and marketing.
- Works with Director of Finance to: prepare and monitor annual budget, as well as long-term fiscal plans for the law office; 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 Director of IT to: direct the evaluation and enhancement of existing and future computer, photocopy, and telecommunications systems and equipment.
- Oversees the formulation and implementation of a disaster preparedness policy.
- Works with the Director of Marketing to prepare, implement and monitor local, national, and international marketing plans.
- Works with brokers to locate office space, negotiates leases, and works with landlords, contractors, architects, decorators, and other vendors to build and furnish offices in all locations.
- Directs the maintenance of the physical facilities, furnishings, and equipment of the law firm in conjunction with local office management.

TheRemsenGroup

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The Managing Partner Forum

Chief Operating Officer - Job Description

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- Attends and maintains minutes of Shareholders' Meetings; attends and maintains minutes and ensures compliance with decisions made by Executive Committee; maintains the firm's By-Laws.
 - Drives the strategic and tactical planning process; works with the Managing Partner and Executive Committee to develop and operate the law practice and to position the firm for the future.
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Knowledge and Skills Required

- Computer skills.
 - Reliable attendance.
 - Timely, error-free work product.
 - Organized files.
 - Ability to work well under pressure in order to meet deadlines.
 - Effective oral and written communication.
 - Professional dress and demeanor.
 - Strong interpersonal skills.
 - Ability to handle difficult situations.
 - Ability to travel as needed.
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Qualifications

Education/Certification:	Bachelor's degree in business administration, finance, human resource management or a closely related field.
Skills/Abilities:	Ability to identify and analyze complex issues and problems and to recommend and implement solutions. Interpersonal skills necessary in order to maintain effective relationships with partners, attorneys, clients and staff in person and by telephone; to manage staff, facilitate individual and group meetings dealing with the law office operation. Work occasionally requires a high level of mental effort and strain when performing essential duties. Must be able to perform the essential duties of the position with time constraints, interruptions, and stressed attorneys and staff. Ability to travel and frequently work more than 40 hours per week.
Experience Required:	10+ years of progressively responsible work experience with legal or other professional service organizations in order to gain experience in managing business operations including planning, marketing, financial and human resource administration.

Physical Activities and Requirements

Speaking:	Ability to communicate clearly and effectively.
Hearing:	Ability to hear average or normal conversations.
Finger Dexterity:	Ability to pick-up small objects, push buttons, and dial the telephone.
Repetitive Motions:	Movements frequently and regularly required using the arms, wrists, hands, and/or fingers.
Visual Abilities:	Average visual acuity to use computer, inspect documents, and operate office machinery.
Physical Abilities & Strength:	Sitting most of the time. Walking. Ability to lift up to 20 lbs. Some bending and squatting.

Intent and Function of Job Descriptions

Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the firm.

Job descriptions are not intended as and do not create employment contracts. The firm maintains its status as an at-will employer. Employees can be terminated at any time for any reason not prohibited by law.