



# Chief Operating Officer (COO) Job Description

## About the IPMA

The Information Professional Management Association (IPMA) is a well-known non-profit organization located in Olympia that has been in existence for over 54 years. It was established in 1964 as a professional development association committed to preserving Washington State's leadership position in the government IT community. The IPMA has become a trusted partner of the state in providing leadership, education and training opportunities for state IT employees. The IPMA professional development program provides low cost training and professional development to government employees. The IPMA Forum has been an annual information technology seminar and trade show held in Olympia since 1979. Over 173 current and future IT leaders in the state have been trained through the IPMA *LeaderPath* program.

In 2014, Governor Jay Inslee recognized IPMA's service to the State of Washington by issuing a Proclamation recognizing May 20, 2014 as the 50<sup>th</sup> Anniversary of the Information Professional Management Association.

The IPMA has a 12-member volunteer Board of Directors that governs the operations of the association and represents all branches of government and state agencies including higher education. The Board is comprised of state agency CIO's and other IT Managers that serve 3-year staggered terms. Annually, the Board selects three members to serve as officers (Chair, Vice-Chair, Secretary-Treasurer). In addition, four members of the Board will have their terms expire every year. Board members are required to participate on, or chair, various sub-committees that forward the board's annual work plan.

The benefactors of the programs and services are state and local government employees. Most of the organization is run by volunteers with the exception of three paid contractor positions (Chief Operating Officer, Chief Financial Officer, and a Professional Development Program Coordinator).

## Primary Purpose of the Chief Operating Officer Position

The primary purpose of the Chief Operating Officer is to assure the successful management and implementation of IPMA's mission to further its goals of Leadership, Education and Networking. This position provides services that include, but are not limited to, event and meeting planning, facilitation, coordination, and scheduling, vendor sponsorship recruitment, event budget and financial management, participation in board and committee meetings, facilitate completion of tasks, notes, issue and risk review, communications, survey activities, and professional representation of the IPMA when conducting business on the IPMA's behalf.

## Job Duties and Responsibilities

There are five primary services provided by the Chief Operating Officer:

1. Provide administrative support for the **IPMA Board**
  - Attend monthly Board meetings
  - Attend the annual IPMA Strategic Planning Retreat
  - Coordinate and negotiate contracts for IPMA events
  - Solicit Corporate recruitment
  - Prepare and send Corporate communications
  - Coordinate Corporate lunch (invitation, facility, catering, badges, agenda)



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- Coordinate Corporate & CIO reception (invitation, facility, catering, badges, agenda)
  - Coordinate and publish assessment results
  - Report recruitment status
  - Coordinate overall IPMA operations
  - Update website with corporate information
  - Coordinate services with Professional Development staff
2. Provide administrative support for the **Forum Committee**
- Support the Committee Chair in program planning
  - Provide monthly review and recommend improvements to the committee program
  - Provide guidance to the IPMA Committee Chair on actions needed to keep the schedule up-to-date and the events on schedule
  - Prepare for committee meetings
  - Attend committee meetings and take notes
  - Prepare and send invitations & communications
  - Coordinate Forum Vendors, Speakers, and Booths
  - Oversee/Manage a staff of volunteers
  - Publish event program agenda to website
  - Coordinate speaker materials
  - Prepare event materials
  - Manage Registration
  - Coordinate event operations (badges, staff, suppliers, facilities, catering)
  - Coordinate special events
  - Coordinate and publish survey results
  - Report event status
3. Provide administrative support for the **Executive Seminar Committee**
- Support the Committee Chair in program planning
  - Provide monthly review and recommend improvements to the committee program
  - Provide guidance to the IPMA Committee Chair on actions needed to keep the schedule up-to-date and the events on schedule
  - Attend committee meetings
  - Prepare and send invitations & communications
  - Publish event program agenda to website
  - Coordinate speaker materials
  - Prepare event materials
  - Manage Registration
  - Coordinate event operations (housing, badges, staff, suppliers, facilities, catering)
  - Coordinate and publish survey results
  - Report event status
  - Post materials to website
4. Provide administrative support for the **Communications & Outreach Committee**
- Support the Committee Chair in program planning



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- Committee meeting preparations
  - Attend committee meetings and take notes
  - Coordinate technical solution reviews
  - Provide technical support
  - Provide web-site updates
  - Prepare IPMA brochure updates
  - Liaison with other committee brochure publications
5. Provide administrative support for the **LeaderPath Committee**
- Support the Committee Chair in program planning
  - Coordination of facilities
  - Coordination of catering
  - Web-site updates

## Professional Expectations

As directed by the IPMA's Secretary/Treasurer, the Chief Operating Officer ensures that delivery of services are performed in a professional manner in accordance with, but not limited to, the following:

- Use of sound professional judgment;
- Demonstrate leadership in quickly and effectively resolving issues;
- Demonstrate the ability to communicate on all aspects of the tasks assigned to multiple levels of stakeholders (ex: technical, corporate vendors, and IPMA Officers and Board of Directors);
- Provide thorough, complete knowledge transfer to other IPMA's staff;
- Provide timely, accurate and informed communications;
- Follow through on commitments;
- Regularly complete and update task artifacts that are stored on the IPMA web site;
- Regular, punctual attendance at all scheduled meetings;
- Creation of high quality services/deliverables; and
- Successful delivery of the agreed-upon task scope.

## Work Environment

The position allows for flexible hours and works from home.

Computer equipment is provided by the IPMA.

Some out of town travel is required and will be reimbursed at the Washington State travel reimbursement rate:

- Annual IPMA Executive Seminar in Chelan, Washington.
- Annual IPMA Strategic Planning Retreat in Union, Washington.

## Period of Work Performance

The contract for the Chief Operating Office professional services is renewed annually by the IPMA Board. The IPMA Board may extend the contract for two (2) additional 1-year periods; not to exceed two (2) years total except in an urgent situation. Extensions are at the IPMA's Board sole discretion.



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## Hourly Rate for Services

Estimated hours over the course of a year are approximately 755 hours. The hourly rate for services is set at \$65.00 an hour.

## Ideal Candidate

Would have understanding of and experience with Washington State government;  
Prior familiarity with the IPMA organization;  
Excellent organizational and communication skills;  
Excellent relationship building skills.

## How to Apply

Please send a letter of interest along with a current resume to:

IPMA Board of Directors

Attention: Vonnie Diseth

E-mail address: [vonniediseth@courts.wa.gov](mailto:vonniediseth@courts.wa.gov)

**Deadline for submission of applications is September 30, 2018**