

Vice President, Operations

Reports to:
Classification:
Date:

Department:
Division:
Approved:

JOB SUMMARY:

Plans, organizes, directs, and controls the activities of the Operations function of the division. Responsible for the performance of all Department functions — Manufacturing, Material Management, Order Services, Engineering.

ESSENTIAL FUNCTIONS:

1. Reviews and approves adequate plans for the control of planned outputs, budget spending, labor efficiency, material efficiency, engineering effectiveness, customer service, and order entry efficiency, along with human utilization.
2. Reviews performance against operating plans and standards. Provides reports to subordinates on interpretation of results and approves changes in direction of plans.
3. Presents monthly reports on performance as requested by the Chief Executive Officer.
4. Develops and presents to the President matters requiring a decision.
5. Develops and recommends corporate operations policy within the Operations Department.
6. Defines and recommends objectives in each area of Operations. Develops specific short-term and long-term plans and programs, together with supporting budget requests and financial estimates.
7. Reviews and approves cost control reports, cost estimates, and manpower and facilities requirements forecasts.
8. Coordinates and collaborates with other departments of the corporation in establishing and carrying out responsibilities.
9. Reviews and approves the setting of budgets throughout the Operations Department.
10. Reviews and approves Operations major projects involving major functional changes within the Department's functional areas.
11. Develops plans for new areas of technology for the manufacturing functions along with sufficient planning for areas that support the mission of the Corporation within Operations.

MANAGEMENT RESPONSIBILITIES:

1. Reviews and approves the implementation of manufacturing and organizational plans that support the Operations Master Plan.
2. Establishes objectives and procedures governing the performance of assigned activities. Issues specific annual objectives to immediate subordinates and reviews objectives of the Operations management.
3. Selects and maintains qualified personnel in all positions reporting directly and recommends compensation for them.
4. Directs, monitors, and appraises the performance of units immediately reporting and provides the necessary coordination between activities.
5. Identifies training needs, initiates development of subordinates, recommends effective personnel action.
6. Maintains appropriate communications within area of responsibility.
7. Keeps employees informed as to company/department plans and progress.
8. Coordinates activities of assigned units with those of other company units. Seeks mutual agreement on problems involving coordination.
9. Consults with all segments of management responsible for policy or action. Ensures compliance within area of responsibility. Makes recommendations for improving effectiveness of policies and procedures.
10. Reviews and endorses or revises budget proposals received from direct reports. Submits budgets for assigned activities in accordance with the budget procedure. Approves budget expenses up to authorized dollar amounts.
11. Assumes other activities and responsibilities from time to time as directed.

12. Provides orientation and on-the-job training for subordinates and ensures that the authority and responsibility for each position are defined and understood.
13. Ensures that duties, responsibilities, and authority and accountability of all direct subordinates are defined and understood.

QUALIFICATIONS:

1. B.S., Engineering or Business discipline.
2. Affiliation with successful manufacturing companies.
3. A minimum of three (3) years as a Vice President of Operations in a manufacturing company, with the responsibilities of producing, purchasing, inventory control, production control, and engineering, as well as shipping, receiving, and warehousing.
4. A minimum annual production value of sales of \$15 million with a minimum of 200 direct labor employees.
5. Sound administrative skills, well-developed management skills—principles and people.
6. Experience in working in a nonunion environment.
7. Proven ability to recruit, train, and motivate personnel in order to balance staffing strength with profitability and growth.

PERSONAL CHARACTERISTICS:

1. Strong analytical, numerical, and reasoning abilities.
2. Participative management type—advocates team concept.
3. Well-developed interpersonal skills. Ability to get along with diverse personalities. Tactful, mature.
4. Ability to establish credibility and be decisive—but able to recognize and support the organization's preferences and priorities.
5. Satisfactory communication skills, written and verbal.
6. Results oriented with the ability to balance other business considerations.