

Job Opportunity



Competitive

Position: Chief Operating Office (COO)

Job Vacancy Notice#: RC-37-08

Location: The Rock Church

Salary Range: Negotiable Depending on Experience

Employment Category: Regular Full-Time, Exempt

Opening Date: 27 October 2008

Closing Date: 3 November 2008

Area of Consideration: All areas.

Brief Description of Major Duties: The Chief Operating Officer is responsible for overseeing all hands-on operational aspects of the Rock facilities and ensuring all guests experience the Rock's loving, "people first" culture while providing a hospitable, safe and compelling environment that brings people into the presence of God.

Qualifications & Requirements: Responsible for the measurement and effectiveness of all internal and external operational processes for the Rock Church and Rock Academy. Provides timely, accurate and complete reports on operating conditions. Evaluates internal processes, recommends and implements procedural or policy changes to improve efficiency of organization. Collaborates with the Executive Execution Team (EET) to develop and implement plans for the operational infrastructure of systems, processes and personnel design to accommodate the key initiatives of the Rock and ensure continued growth. Interacts regularly with individual department heads and ministry leaders to ensure that the department/ministry's operational priorities are aligned with the Rock's direction and goals. Responsible for all of the Rock's fixed assets; collaborates with IT and Production Arts to ensure accountability of all electronic and production equipment. Manages and oversees the Facilities and Maintenance support of all Rock properties. Ensures compliance with conditional use permits (CUP) at each Rock location. Ensures that all activities and operations are executed in compliance with local, state, and federal regulations as well as laws governing business operations. In collaboration with the EET researches possible locations for new sites and ensures a successful operational launch of the new facility according to the Multi-Site Plan. Develops and maintains operational plans which include parking and security for each new Rock facility and oversees the remodel of existing facilities. Obtains conditional use permits, coordinates logistical/physical movement of office/assets (when applicable), and negotiates leases/contracts for other properties. Surveys Rock ministries and identifies areas that have potential to provide additional financial resources for the Rock. Develop business plans for all retail centers. Monitors the success of each retail centers and evaluates future expansion opportunities. Provides day-to-day leadership and management of Parking and Security, Café, Retail and IT department. Develops and manages a business plan for the bookstore and café that ensures at least breakeven plus coverage of indirect costs, adequate cash flow and achievement of business goals and objectives. Determines the feasibility of bookstore expansion at current location and opening retail shops at multi-site locations. Ensures the IT Department maintains consistent, effective and efficient support to the Rock while conserving the organization's resources. Ensures that Operations Departments are maintaining and adhering to approved budgets.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Senior Pastor.

A person of faith, spiritually mature and obedient in all aspects of the Christian faith, understanding of their God given purpose and gifts (spiritual and non-spiritual). Christ-centered behavior (treating people with dignity, respect, compassion and integrity at all times). Masters degree preferred but not required. At least 7 years experience as a COO, with at least 3 years of oversight for an IT Department and 3 years of oversight of Retail and/or Food and Hospitality. Exceptional interpersonal skills with the ability to recognize and manage employee expectations and morale; interacting with and providing credible leadership to all levels of employees, church members and visitors. Must possess excellent organizational skills with the proven ability to work well under pressure, manage multiple tasks and use time effectively. Demonstrated skills and techniques to recognize problems, issues and situations, and apply resourcefulness in finding appropriate solutions to mitigate potential negative effects. Ability to follow-through to ensure effective resolution. Self motivated and demonstrated ability to make independent decisions based on the mission, vision and values of the Rock Church. Maintains positive and professional relationships with business and residents of Liberty Station and Pt. Loma. Strong attention to detail and accuracy, including excellence in oral and written communications, verbalizes issues clearly and concisely. Must possess strong computer skills, including proficiency with spreadsheets, databases, and word processing software. Windows based software (Excel, Word, PowerPoint). Maintains a Class C driver's license and an acceptable driving record (in

accordance with the employee's auto insurance carrier and less than two DMV points on driving record). Regular involvement in the Rock Church activities and events. Signed acknowledgement of the Rock Church Statement of Faith. Adheres to policies and procedures as stated in the Rock Church employee handbook. Member of the Rock Church A.R.M.Y.

To be considered for this position, outside applicants are required to complete Application for Employment; in-house applicants are to submit an updated resume. Employee's performance and attendance record will be taken into consideration at the time of the selection process. Selection for an interview does not guarantee promotion or appointment to the position. As part of the employment process, The Rock Church may obtain a Criminal Record Check.

The Rock Church provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Human Resources. The decision on granting reasonable accommodation will be on a case-by-case basis.

Full consideration will be given to all qualified applicants without regard to race, sex, color, age, physical handicap, or national origin. As a Christ-oriented, Bible-believing organization, The Rock Church does reserve the right to exercise preference on the basis of religion in all of its employment decisions.

To apply please visit the website at www.therocksandiego.org and fill out the application. Email application and resume to hr@therocksandiego.org. Or mail application and resume to 2277 Rosecrans, San Diego CA 92106, Attn: Human Resources. All mailed applications must be received by the closing date to be considered for the position.