

Leader of Operations Team Job Description

Role	Head of Operations
Reporting Relationship	Reports to the Transition Chair
Role Summary	The head of operations is responsible for the core operational functions of the transition office, and must coordinate closely with the General Services Administration (GSA) to ensure that the transition team has the support it needs, including basic office space, human resources, information technology support and day-to-day coordination of resources. He or she is also responsible for developing the overall budget and tracking spending throughout the transition.
ROLE ACCOUNTABILITIES AND COMPETENCIES	
Individual Accountabilities	<ul style="list-style-type: none"> • Oversee office space, human resources, accounting and finance, and day-to-day coordination of resources • Build Operations team • Develop the overall budget and track spending throughout the transition • Develop technological infrastructure (including website and personnel database for appointments team) • Determine scaling of transition team post-convention and post-election • Onboard staff as transition team grows • Coordinate security protocols, including submission of security clearances for transition team staff and key advisors requiring access to classified information post-election and coordination with Secret Service for post-election security procedures • Shut down transition operations and move teams and systems to White House
Shared Accountabilities	<ul style="list-style-type: none"> • Liaise with heads of other teams (Appointments, Agency Review, Policy Implementation, etc) to hire and onboard team members • Work with campaign fundraising staff to identify private funding for transition costs • Work with campaign to secure campaign vendor list • Work with campaign to draft consistent internal policies around expense reimbursement policy, code of ethics, digital communication policy, etc • Work with GSA to coordinate office space, equipment, supplies, secure IT infrastructure, payroll, financial, human resources, and contracting services • Work with Appointments to develop personnel database infrastructure
Key Competencies	<ul style="list-style-type: none"> • Highly rigorous with respect to planning • Strong background in management • Comfortable tracking finances for a large organization • Skilled in coordinating large amounts of time-sensitive resources • Strong ability to work well in team environment and lead large teams effectively



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