

380 Lexington Avenue, Suite 2112

New York, NY 10168

212.661.2323 [t]

212.450.7301 [f]

info@alanyc.org [e]

www.alanyc.org [w]



New York City
Chapter

Spotlight on: Chief Operating Officer/Executive Director

The Chief Operating Officer/Executive Director has overall responsibility for all business functions and staff personnel as directed by the Management Committee. All Managers report to the COO/ED, who acts as liaison between Partners and Staff. Responsibilities include accounting, billing, information technology, facilities management, human resources, legal assistants, library, marketing and records. They manage the operations of the law office in order to facilitate the practice of law in a smooth and economical manner. This includes but is not limited to all contract and insurance negotiations, monitoring budget to actual results, establishing staff organizational structure, evaluation and salary administration, reviewing benefits, reviewing technology, physical facilities and furnishings and equipment. The COO/ED also works with the Management Committee to drive strategic and tactical planning as well as marketing planning.

A listing of Chapter Member titles that would report to the COO/ED:

[Chief Administrative Officer](#)

[Chief Financial Officer](#)

[Chief Human Resources Officer](#)

[Chief Information Officer](#)