

Assistant District Staff Officer – Operations (ADSO-OP)

Job Description

Your duties and responsibilities, consistent with the provisions of *The Auxiliary Manual*, are as follows:

General duties

1. This position is located within the District Board and is appointed by the DSO-OP. Assists the DSO-OP with matters pertaining to the Operations Program. One ADSO per each of the six District Sector's will be appointed for a one year term.
2. As a District Staff officer, actively support and promote those portions of the District Operations program for which you are responsible. Do everything you can to realize the District objectives and support the DSO-OP.
3. Maintain close liaison with SO-OP's, the Auxiliary Sector Coordinator (ASC), and the Auxiliary Unit Coordinator's (AUC) within your Sector, cooperating in every way to ensure prompt and direct flow of information vital to authorized Auxiliary operational activities and to encourage increased program activity with uniformly high standards.
4. Immediate supervisory responsibility for your office is the District Staff Officer – Operations (DSO-OP). Cooperate with the DSO-OP in every way to ensure that your program is effectively administered.
5. Gather monthly reports from the SO-OP's, and consolidate using the District reporting guidelines regarding program effectiveness, recommended changes, activities and issues. Monthly reports are not to be filed in months where a quarterly report is required (March, June, September, and December). All reports are to be submitted to the DSO-OP by the 15th of each month.
6. Upon expiration of your term of office, or when so directed by the DSO-OP, transfer all property and records of the office to your successor.
7. Participate in quarterly web based meetings with the DSO-OP.
8. Be prepared to assist with any workshops, seminars, and training sessions called, particularly those for the training of elected and staff officers.

9. Take positive steps to ensure that your counterpart staff officers at the Division and Flotilla levels are well trained.

10. Assist the DSO-OP to ensure the District Operational goals and objectives and carried out by the Division SO-OP's. Advise the DSO-OP if the SO-OP's need additional resources or training to accomplish these goals.

Program Duties

The ADSO-OP plays a key role in the safe and conscientious conduct of surface operation within the District. The ADSO-OP is responsible for the following:

1. Provide program management to the Division's surface operations program, including, safety patrols, regatta patrols, search and rescue, and special events.
2. Ensure (with Division Bridge, DSO-OP and OTO) that the District's surface operations are being conducted safely, with good judgment, and conform to the Boat Crew Seamanship Manual, Boat Crew Training Manual, AUXMAN, Operations Policy Manual, and other national/ district publications as appropriate, and reflect positively on the United States Coast Guard.
3. Be familiar with the contents of all the various publications that pertain to Operations, including the Operations Policy Manual, COMDTINST M16798.3 (Series).
4. Provide support, advice, and counsel to the SO-OP's in the Division. Facilitate communication up and down the chain of leadership. Apprise SO-OP's of changes to operational policies and procedures in a timely manner. Follow up with SO-OP's as needed to ensure clarity and compliance.
5. Provide information and input from the field as requested by the District Operational staff.
6. Establish and maintain good working relationships with the CG units in the Division. Ensure that each unit is receiving adequate operational support.
7. Other duties as requested or assigned.