



Job Description District Staff Officer – Operations (DSO-OP)

The DSO-OP plays a key role in the safe and conscientious conduct of surface operations in the District. The DSO-OP is responsible for the following duties.

1. Provide program management to the District's surface operations program, including Safety Patrols, Regatta Patrols, search and rescue, member on-water-training and special events.
2. Ensure (with the District Bridge and DIRAUX) that the District's surface operations are being conducted safely, with good judgment and conformance to the Boat Crew Seamanship Manual, Boat Crew Training Manual and Qualification Guides, AUXMAN, Operations Policy Manual, and other national/district publications as appropriate, and reflect positively on the United States Coast Guard.
3. Establish annual operations goals and objectives (in conjunction with local CG units and DIRAUX) to ensure that operational needs are met. Create an operations working plan that outlines how the operational goals and objectives will be met. Ensure that the plan is specific and measurable.
4. In conjunction with DIRAUX, provide regularly scheduled review and assessment of the status of Boat Crew qualifications, including annual and 5th year currency maintenance, Navigation Rules retesting and established TCT requirements.
5. Provide support, advice and counsel to the SO/FSOs-OP in the District. Facilitate timely communication up and down the chain of command. Appraise SO/FSOs-OP of changes to operational policies and procedures in a timely manner. Ensure the appropriate staff officers are familiar with Patrols Order Management System (POMS). Follow-up with SO/FSOs-OP as needed to ensure clarity and compliance.
6. Provide regular and complete reports to the District's Chief of Staff, and present operational information and activity updates to the District Board.
7. Respond to and provide information and input from the field as requested by the National Operations Staff as well as providing periodic reports on Operational activities within the District.
8. Ensure that appropriate and adequate operational training is being conducted in the District. Conduct workshops as needed.
9. Establish liaison and good working relationships with the CG units within the District. Ensure that each unit is receiving adequate operational support.
10. Other duties as requested and/or assigned.