

### **Soft Posting: *Chief Operations Officer***

Come make history with the CHIPS Program Office! The CHIPS Program Office (CPO) at the National Institute of Standards and Technology (NIST), U.S. Department of Commerce anticipates a need for a Chief Operations Officer (COO) to join our dynamic, diverse, and talented leadership team. Learn more about CPO here [www.nist.gov/chips](http://www.nist.gov/chips).

The COO serves as a member of the executive leadership team responsible for owning the operational foundation, process design, and implementation of the CHIPS Program Office. The COO provides strategic leadership for enterprise operations across the CHIPS Program Office, ensuring alignment of administrative, financial, personnel, technology, facilities, and business management functions across CHIPS. The COO also will be the key link to the broader NIST, DOC, and intergovernmental administrative organizations. The COO will liaise closely with the leadership team of CHIPS R&D Office to facilitate knowledge sharing and operational collaboration between both organizations.

In addition to managing these functional responsibilities, the COO will serve as a member of and key advisor to the CHIPS leadership team. This includes advising the Deputy Director and Director on a broad range of matters. The COO will also serve as a key interface with other offices within the Commerce Department and the Federal government.

Individuals with extensive experience in executive and government operations, enterprise operations, business management, strategic planning, financial management, budget development and execution, human capital management, administrative operations, information technology management, organizational leadership, program management, or related fields are encouraged to apply by emailing a resume to [hiring@chips.gov](mailto:hiring@chips.gov).

This position may be filled at either the ZA-0340-V level (\$169,279–\$197,200 annually) or the CHIPS 25 AD-0301-00 level (\$220,000–\$292,300 annually), depending on the selectee's qualifications and the organization's needs. U.S. citizenship is required. The position is in Washington, DC. This is a term position; the term is negotiable up to 4 years.

The Department of Commerce is an Equal Opportunity Employer. This position will be filled as a non-competitive appointment under CHIPS Act hiring authority.