



POSITION SPECIFICATIONS

THE FIRM

EFL Associates is pleased to assist the nationally recognized law firm of **Langdon & Emison, Attorneys at Law** in their search for a **Business Manager & Chief Operating Officer**. The **Business Manager & Chief Operating Officer** is responsible for the direction and oversight of **the** business operations of their three western Missouri law offices in Independence, Lexington, and North Kansas City, Missouri.

[Langdon & Emison](#) is an expanding firm recognized as one of the nation's leading personal injury law firms by *U.S. News* and *World Report* and other professional organizations. Langdon & Emison attorneys are consistently recognized as *Lawyer of the Year* and *Top Lawyer* in their respective practice areas, earning spots on the "Best Lawyers" rosters in personal injury, product liability, trucking accident, railroad, and mass torts litigation. They are also known for winning trials at every level, including the U.S. Supreme Court (Baker vs. General Motors), as well as assuming leadership positions in prestigious trial lawyer academies, legal organizations, and community associations.

Over the past three decades Langdon & Emison has built a national reputation for taking on the world's largest corporations in personal injury litigation, and recently has been recognized as one of the top plaintiff's firm options in Missouri and the U.S. Their expertise in the courtroom bringing cases to trial has been recognized by the American Board of Trial Advocates, the International Academy of Trial Lawyers, and other organizations dedicated to the civil justice system. While founding partners Bob Langdon and Kent Emison have tried some of the more significant courtroom matters of the last 30 years, the firm's younger attorneys have been recognized by national lawyer rankings and other organizations as some of the nation's most talented young lawyers in their respective practice areas.

During this time, the firm has won close to \$1 billion in verdicts and settlements while being at the forefront of many notable cases, from auto accidents, to defective vehicles and products, to trucking accident cases. Unlike many firms, Langdon & Emison will take cases to trial if necessary to ensure maximum recovery for their clients.

Langdon & Emison believes in giving back to the communities where they live and work. Through sponsorships and donations, participation in events and other ways of giving, the firm is proud to support the local organizations that serve a vital role in our community and in the legal profession.

ROBERT LANGDON



A fierce advocate for his clients, trial attorney [Bob Langdon](#) has been recognized as one of the top personal injury litigators in the country, having successfully tried cases from coast-to-coast on behalf of plaintiffs.

For more than 30 years, Bob has devoted his practice to representing individuals and their families in cases where defective vehicles or products have caused serious injury or death. Bob has actively pursued the world's largest corporations for causing deaths and serious injuries to innocent Americans.

Bob served as national trial counsel in the precedential Ford/Firestone litigation, where cases were tried nationwide related to vehicle defects and rollovers.

J. KENT EMISON



For almost 30 years [Kent Emison](#) has dedicated his practice to representing individuals and their family members in personal injury cases.

A Fellow in the International Academy of Trial Lawyers and a frequent lecturer to bar associations and trial lawyer groups nationwide, Kent devotes 100 percent of his practice to litigation in product liability, motor vehicle accidents, and other cases involving personal injury and wrongful death. In that role he has served as lead trial counsel in numerous multi-million dollar verdicts and settlements and has handled cases all across the United States, from Florida to Hawaii.

Kent has presented a variety of seminars to several national associations of attorneys, and has spoken at the University of Missouri-Columbia and University of Missouri-Kansas City. He is a dedicated board member in several organizations in his local community, and has been a supporter of several philanthropic organizations for decades, both locally and nationally. Many of these positions of nonprofit leadership focus on his particular passion for charities benefitting children, education, and the funding of research for consumer safety.

THE BUSINESS MANAGER & CHIEF OPERATING OFFICER

The Business Manager & Chief Operating Officer reports directly to the Managing Partner and is responsible for the direction and oversight of all firm business and operational functions.

RESPONSIBILITIES

- Works with the managing partner to monitor cases set for mediation and trial
- Works with the managing partner to monitor and project cash flow in a contingent-fee industry high in month-to-month revenue and expense variance
- Directs the preparation of the budget and tracks and analyzes all elements of progress and variance of cash flow and budget
- Establishes and maintains a strong internal control environment to properly report the financial results of the firm and to safeguard its assets
- Is the steward and primary point of contact for all banking and banking relationships
- Is the steward and primary point of contact for all insurance and insurance relationships.
- Thorough understanding of bookkeeping; leads the bookkeeping and accounting team

LEADERSHIP AND STRATEGIC THINKING

- Provides strategic leadership in planning for firm growth, resolving fiscal and operational issues and evaluating fiscal and operational performance against objectives
- Designs and directs implementation of best practices for firm processes and procedures
- Studies long-range legal, economic, and political trends and projects their impact on future growth and market share

HUMAN RESOURCES MANAGEMENT

- Responsible for overarching firm talent acquisition and talent management; recruits, interviews, hires, and monitors performance of attorneys and staff
- Ensures conduct of annual employee performance evaluations based on articulated standards
- Provides autonomy, authority and resources to support and enable HR staff to meet job expectations

ADMINISTRATIVE AND OPERATIONAL DUTIES

- Ensures and maintains fully operational facilities at three physical locations
- Is the manager and primary point of contact for all physical construction projects
- Oversees investment of funds and works with Investment Bankers to raise additional capital required for expansion

COMMUNICATION AND COLLABORATION

- Tactful leader, able to influence and drive decisions professionally and collegially
- Understands that in a high-functioning environment, change must be purposeful and designed to further the mission
- Unafraid to work strategically, operationally, and even tactically when required

FIRM MISSION

- Supports the mission of the firm and furthers its culture of excellence

QUALIFICATIONS

- Bachelor’s degree
- Minimum of ten years’ experience in business leadership
- Understanding of all elements of running a small-to-medium sized business

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated ability to work effectively with professionals
- Excellent interpersonal and communication skills
- Excellent management and supervisory skills
- Excellent written and verbal communication skills
- Excellent analytical and organization skills
- Strong professional integrity
- Ability to take initiative and be creative

COMPENSATION

Compensation will be market-based, corresponding to the experience level, credentials, and personal characteristics of the candidate. A full range of employee benefits will be offered to the successful candidate including: a 401(k) plan (matching provision); health, life, and optional disability insurance; vision and dental coverage.

KANSAS CITY METRO



This position is envisioned to be in the Independence office (one exit east of the Truman Sports Complex). The successful candidate should expect routine visits to the North Kansas City and Lexington offices.

Greater Kansas City has earned a reputation for being one of the best places to live and work in the nation. The approximately 1.8 million residents enjoy an affordable cost of living, safe neighborhoods, short commutes, and renowned schools. Named one of the “Top 50 Best Places for Business and Careers” by *Forbes*, Kansas City offers a vibrant community of professionals working in areas of entrepreneurship, innovation, higher education, and technology. Kansas City was also recently named the “Coolest City in America” by the *Huffington Post* (<http://www.huffingtonpost.com>).

Kansas City is alive with art, dance, theater, eclectic local attractions, international events, and music of all kinds, including jazz, for which Kansas City is famous. Kansas City has three major league athletic teams, including the Super Bowl Champion Chiefs, the World Series Champion Royals, and the Sporting KC soccer team, all of which play in remodeled or new stadium facilities.



Relevant websites that provide meaningful information about the region are as follows:

- City of Kansas City, Missouri www.kcmo.gov
- Kansas City Convention & Visitors Association www.visitkc.com
- Kansas City Star Newspaper www.kansascity.com

APPLICATION PROCESS

[CBIZ EFL Associates](#), an executive search firm, is assisting Langdon & Emison with this important search. All calls and inquiries should be made through the search firm. Nominations and applications will be held in confidence. Review of applications will begin immediately and will continue until the position is filled.

Application Process

- **STEP 1:** Complete a brief online application (2-3 minutes)
 - <https://www.surveymonkey.com/r/LECOO>
- **STEP 2:** Send us your letter of interest and résumé or curriculum vitae
 - Send in **PDF format**
 - Send to ApplyLegal@eflassociates.com
 - Email subject line should read - **L&E BusMgr/COO Application**

Confidential Inquiries

Steve Waldron, JD

VP & Managing Director, Legal Practice
816-945-5423 (direct)
Email: SWaldron@EFLAssociates.com

Nominations & Application Questions

If you would like to provide a nomination, please email all pertinent information (including an email address and phone number of the nominee) to

Edith Ketay

Project Manager, Legal Practice
816-841-4001 (direct)
Email: Edith.Ketay@EFLAssociates.com

NON-DISCRIMINATION

Our client and CBIZ EFL Associates firmly support the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal, state or local law.

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