



Director of Operations

Position Summary

The Director of Operations is an integral part of the I-195 Redevelopment District (District) team. Key responsibilities include oversight of procurement and contracts, coordination of public records requests, support for monthly Commission meetings, oversight of the maintenance and operations of the seven-acre 195 District Park (Park), management of vendors and park and administrative staff, budgeting and financial tracking, and reporting. Additionally, the Director of Operations will support District projects and initiatives, including real estate projects and infrastructure. The Director will report to the Executive Director and also work closely and at times independently with the Commission Chairman.

Responsibilities

- Lead preparation and organization for monthly Commission meetings. Duties and tasks include compliance with Open Meeting Act, drafting meeting minutes, legal review of agenda and all meeting submittals, scheduling, public notices, technology preparation, etc.
- Oversee park operations and maintenance and capital improvements. Work with stakeholders and partners on projects related to the Park and other infrastructure projects in and around the Park and District.
- Supervise Park Manager and Office Manager positions.
- Oversee all internal operations for the District, including billing, staff payroll and benefits, insurance, budgeting, etc.
- Lead procurement efforts for all vendors, ensuring compliance with all applicable procurement regulations. Manage vendors and contracts.
- Coordinate responses to public records requests and ensure compliance with state law.
- Develop reports for legislature and other stakeholders on District activities.
- Assist with project closings, permitting, and review of proposed development projects, including coordination with consultants and developers.
- Assist with planning projects and initiatives in and around the District.
- Assist with compliance with the District's Development Plan and periodic updates to the Plan.
- Assist with hiring, onboarding, and other human resource related coordination.

Key Competencies

- Fluency with best practices in human resource practices in public sector agencies
- Comprehensive understanding and comfort level with all matters relating to compliance for a small public agency
- Budgeting, accounting and public sector financial management and flow of funds
- Strong communication skills with board members and senior management
- Experience developing and overseeing contracts and legal agreements
- Resourceful team player, yet able to work effectively independently

Professional Qualifications

- Bachelor's degree (Masters' degree preferred) in related field with seven (7) to ten (10) years' experience in a similar role. Excellent computer skills, proficient in Microsoft Word, Excel, PowerPoint, Access, Adobe Acrobat and Outlook.

Salary range: \$85,000 - \$140,000

The District welcomes and encourages diversity in our workforce at all levels of the organization. We provide equal employment opportunities to all employees and applicants for employment and prohibit hiring discrimination of any type. All District hiring decisions are made without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.