

## I-195 REDEVELOPMENT DISTRICT

### RESOLUTIONS TO CREATE POSITION OF DIRECTOR OF OPERATIONS AND APPOINTMENT OF DIRECTOR OF OPERATIONS

JUNE 26, 2019

**WHEREAS:** The I-195 Redevelopment District (the “District”) was created and exists as a public corporation, governmental agency and public instrumentality of the State of Rhode Island and Providence Plantations under Chapter 64.14 of Title 42 of the General Laws of Rhode Island (the “Act”); and

**WHEREAS:** The Acting Executive Director of the District has recommended to the District Commission (the “Commission”) that the staff position of Director of Operations be created and that Amber Ilcisko be appointed to such position.

NOW, THEREFORE, acting by and through its Commissioners, the District hereby resolves as follows:

**RESOLVED:** That the staff position of Director of Operations of the Commission be and it hereby is created, such position to have the duties and responsibilities outlined in the job description attached hereto as Exhibit A.

And be it further:

**RESOLVED:** That Amber Ilcisko be and hereby is appointed to the position of Director of Operations.

## **EXHIBIT A**



### **Director of Operations**

#### **Position Summary**

The Director of Operations is an integral part of the small I-195 Redevelopment District team. Key responsibilities include oversight of procurement and contracts, management of vendors 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**

- Primary responsibility for organizing and preparing for monthly Commission meetings. Duties and tasks include weekly agenda review, compliance with Open Meeting Act, legal review of agenda and all meeting submittals, scheduling, public notices, technology preparation, etc.
- Oversee all internal operations for the District, including billing, staff payroll and benefits, insurance, budgeting, etc. Manage administrative staff and interns.
- Lead procurement efforts for all vendors, ensuring compliance with all applicable procurement regulations. Manage vendors and contracts.
- Develop reports for legislature and other stakeholders on District activities.
- Work closely with partners and stakeholders on the management and operations of new parks and other public infrastructure in and around the District, including the Providence River dredging project, Riverwalk extension, CityWalk, and the Downtown Transit Connector.
- Oversee project compliance with applicable legal agreements, including incentive agreements, development agreements, etc.
- Assist with project closings, permitting, and review of proposed development projects, including coordination with consultants and developers.

#### **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
- Experienced 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.

**The I-195 Redevelopment District is an Equal Opportunity Employer**