

Operations Manager Position

Position Summary

The Operations Manager oversees the infrastructure and systems to achieve efficient and effective operations throughout the organization. The position seeks to manage and maximize resources for all programs, especially as related to the physical plant and technology. The Operations Manager serves as the steward of the organization's property assets at the downtown campus and its leased properties at other campuses; leads a key team of coordinators (collectively, the Operations Department); and collaborates closely with all program leaders on implementing operational systems and meeting organizational needs.

Position Functions

- Systems implementation and leadership related to operations
 - Guide progress toward achieving facility and technology goals through a lens of equity
 - Coordinate facility rental logistics and renter training (keys, alarm, A/V instructions)
 - Maintain Emergency Operations Plan for both campuses
 - Collaborate with Executive Director and Director of Finance to create Operations Department budget

- Team leader role and program collaboration
 - Supervise, support, and collaborate with part-time operations positions to ensure a healthy, mutually supportive work culture that achieves program goals: IT Coordinator, NSLP Coordinator, Maintenance Staff Person (when applicable)
 - Collaborate with a variety of teams and director-level staff to implement systems that lead to effective operations for all programs in the organization

- Technology and facility innovator
 - Collaborate with IT Coordinator, leadership, and teaching staff to integrate leading-edge technology and facility design to support innovations in teaching and learning

- Management of physical resources – equipment, furniture, technology
 - Ensure resources are functioning and serving staff and students
 - Collaborate closely with IT Coordinator
 - Expand asset management to furniture and equipment and establish annual inventory process
 - Oversee activity bus procedures and maintenance

- Management of facilities
 - Oversee the 'big picture' needs and upkeep of the downtown campus
 - Serve as contact for janitorial, service, and security companies; supervise contractors and service techs
 - Support PFFS-University facility needs, working with principal(s) and property manager
 - Oversee renovations process when facility improvements are taking place
 - Ensure compliance with fire, health, and safety codes

Qualifications

- 3+ years experience in a fast-paced work environment with high expectations
- Aptitude for taking a systems approach to organizational environments and efficiencies
- Excellence in organizational skills and attention to detail
- Ability to help drive projects to completion and plan backwards from deadlines
- Ability to use judgment, take initiative, and resolve problems
- Ability to work independently and as part of a team
- Aptitude, experience, and/or keen interest to learn about all aspects of the role: facility coordination, resource management and maintenance, technology infrastructure, inventory procedures, etc.
- Customer-service oriented
- Passion and interest in the field of education and the nonprofit sector
- **Ability to pass a credit check** in order to qualify for a business credit card
- Possession of, or ability to obtain, a Fingerprint Clearance Card **with an Identity Verified Prints number (IVP#)**

Job Type: Part-time, 24 hours per week (0.6 FTE) | Salary: \$52,500 1.0 FTE *prorated at 0.6 FTE = \$31,500. Potential for teaching responsibilities if interested and qualified.*

Location: Downtown Tucson, AZ

Apply: by 11/15/2021 Online at <https://cityccl.org/about/contact/employment/>. Or submit cover letter and resume via email to info@cityccl.org.