



## JOB VACANCY NOTICE

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**Office Title:** Operations Manager

**Salary:** \$59,116 – New City Employees  
\$67,983 – 2 Years of City Service

**Civil Service Title:** Community Coordinator

**Title Code & Schedule:** 56058 – Full Time

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The Operations Manager will be a member of the Borough President's Operations Team reporting to the Director of Operations (DO). The Operations Manager will collaborate with the DO in overseeing the day-to-day activities of the agency, ensuring that the office and staff have the tools necessary to succeed. The selected candidate will oversee **facilities management, fleet, space use, inventory/stockroom management and salvaging**. The Operations Manager will play a key role in helping the agency maximize efficiency and effectiveness and will collaborate with colleagues while working closely with the Department of Citywide Administrative Services (DCAS) and other relevant New York City agencies. The ideal candidate for this position is flexible, an excellent problem-solver, and extremely proactive. The Operations Manager will be responsible for the following:

### **Responsibilities:**

- Manages the daily operations of the agency as well as identifying and resolving issues that arise.
- Maintains constant communication with DCAS on facility issues while keeping staff informed on progress of repairs or maintenance.
- Manages and maintains overall agency fleet needs by ensuring there is the appropriate inventory available. This also includes overseeing the maintenance of the fleet such as servicing needs, expense management, mitigating and addressing any violations, etc.
- Ensures all agency policies are followed and works with DO on areas of improvement.
- Manages all incoming requests for BBH space and coordinates logistics with requestors while ensuring all protocols and policies are adhered to.
- Oversees office furniture inventory as well as process for overall preparation for yearly facility and supply audits.
- Works with agency partners on determining proper protocols and methods of salvaging and/or preservation of agency furniture or technology.
- Learn and manage various internal and external systems such as Holman Insights, Public Surplus, and Fleet Focus.
- Other duties and Ad Hoc projects, as assigned by the Director of Operations.

## **Preferred Skills**

- Knowledge of the Microsoft Office 365 suite; Proficient with Outlook, PowerPoint, Excel, and other tech platforms.
- Strong organizational skills, responsiveness, and results oriented.
- Strong customer service orientation.
- Knowledge of facilities management and other operations.
- Highly motivated and self-directed; capable of seeing projects through from beginning to end.
- Excellent verbal and written communication skills.
- Valid Driver's License and the ability to drive.
- Ability to work well under pressure and prioritize tasks.
- A strong commitment to the values and vision articulated by the Brooklyn Borough President.
- Performs other duties such as manual labor including lifting and moving objects greater than 25lbs.
- In addition to English fluency in a foreign language including Spanish, Mandarin Chinese, Cantonese, Russian, Korean, Haitian Creole, Arabic, Bengali, Hindi, Urdu, Yiddish, or Hebrew is a plus.

## **Required Qualifications:**

1. A baccalaureate degree from an accredited college and two years of experience in community work or community-centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least two years of experience as described in "1" above.

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**To apply:** Submit a resume, cover letter, and the contact information for three professional references to [bkbphr@brooklynbp.nyc.gov](mailto:bkbphr@brooklynbp.nyc.gov) with the subject line "Topo Information Officer". Submission of an application package does not guarantee that you will receive an interview. Only those candidates under consideration will be contacted.

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The Office of the Brooklyn Borough President is an Equal Opportunity Employer and is committed to a diverse workforce, and we seek diversity among applicants for this position. People of color, women, LGBTQIA+ people with disabilities, and veterans are encouraged to apply. If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site because of your disability. You can request reasonable accommodations from the EEO office at [bkbpeeo@brooklynbp.nyc.gov](mailto:bkbpeeo@brooklynbp.nyc.gov). The City of New York is an Equal Employment Opportunity Employer.

New York City residency is required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for two (2) continuous years may also be deemed to be in compliance with the residency requirement if they reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

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**Post Date: August 18, 2023**

**Post Until: Until Filled**

**JVN #: 012-002-024**

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