



OFFICE OF THE BROOKLYN BOROUGH PRESIDENT

ANTONIO REYNOSO

Brooklyn Borough President

JOB VACANCY NOTICE

Office Title: Facilities Operations Manager

Salary: \$70,000-\$80,000

Civil Service Title: Assistant to the President

Title Code & Schedule: 13210 - Full-Time

The Facilities Operations Manager (FOM) will be a member of the Borough President's Operations Team reporting to the Director of Operations (DO). The FOM 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 and A/V**. The FOM 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 FOM will be responsible for the following:

Responsibilities:

- Supports 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.
- Supports and maintains overall agency fleet needs by ensuring there is appropriate inventory available. This also includes overseeing the maintenance and servicing needs.
- 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.
- Manage logistical support for various BH department events.
- Oversee the setup and A/V support of all rooms and spaces within Borough Hall in addition to leading logistics for outdoor events and stage setup.
- Manage various supplies and equipment (including flags, flagpoles, banners, signs, bullhorns, easel, tents, pipe, drape and more.)
- Manages office furniture inventory as well as yearly facility and supply audits.
- Other duties and Ad Hoc projects, as assigned by the Director of Operations.

Required Skills and Qualifications:

1. A baccalaureate degree, or equivalent from an accredited college and/or least 5 years of operational experience in a similar role.
2. Full-time progressively responsible clerical/administrative experience requiring independent decision making, the allocation of resources.

Preferred Skills:

- Knowledge of the Microsoft Office 365 suite; Proficient with Outlook, PowerPoint, Excel, and other tech platforms.
- Strong organizational skills, responsiveness, and result 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.
- Basic knowledge of A/V control systems.
- Valid driver's license, a clean driving history, and the ability to drive.
- Ability to work well under pressure and prioritize tasks.
- Flexibility to work evenings and weekends.
- 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.

Core Competencies:

- Adapts to fast-paced environments
 - Builds, promotes, and enforces an inclusive culture
 - Facilitates a collaborative work environment
 - Performs and delivers high-impact work
 - Demonstrates a willingness to learn
 - Demonstrates technical aptitude
 - Has strong emotional intelligence
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To apply: Submit a resume, cover letter, and the contact information for three professional references to BKBPHR@brooklynbp.nyc.gov with the subject line "Facilities Operations Manager." Submission of an application package does not guarantee that you will receive an interview. Only those candidates under consideration will be contacted.

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 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.

Post Date: January 8, 2024

Post Until: Until Filled

JVN #: 012-005-024
