



JOB VACANCY NOTICE

Office Title: Director of Operations

Salary: \$95,000-\$105,000

Civil Service Title: Assistant to the President

Title Code & Schedule: 13210 – Full Time

The Brooklyn Borough president's Office is seeking an experienced manager to serve as the agency's Director of Operations. The Director of Operations will oversee the day-to-day activities of the agency ensuring that the office and staff have the tools necessary to succeed. The selected candidate will report to the Deputy Chief of Staff for Operations and will oversee facilities management, procurement, and Information Technology (IT). The Director of Operations 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 Director of Operations will be responsible for the following:

- Work collaboratively to develop, support, and oversee systems, processes, controls, and procedures that improve the overall efficiency of the agency.
- Work with the Deputy Chief of Staff for Operations to develop and prepare short-term and long-term plans and budgets.
- Manages the daily operations of the agency as well as identifying and resolving issues that arise.
- Supervise the procurement unit staff to ensure they are following agency and citywide policies and procedures.
- Oversight of the technical assistance of the Brooklyn Community Boards in collaboration with the Director of Community Boards, Director of Budget, and other units.
- Develop operational policies and initiatives, identify improvements for tracking and reporting on policies and initiatives, and appraise and evaluate results.
- Oversee and work with IT Team to ensure the technical aspects of the building are efficient.
- Work with the IT Team to ensure the services, systems, and IT infrastructure including hardware, software, telecommunications, internal and external network, and IT environment controls work securely and reliably.
- Plans and oversees strategic, operational, and administrative programs, and projects, as it pertains to IT, records keeping, salvaging materials, inventory keeping, etc.
- Responsible for ensuring office records are handled and maintained in accordance with records retention/disposal guidance.
- Other duties and Ad Hoc projects, as assigned by the Deputy Chief of Staff for Operations.

Minimum Qualifications Requirements

1. A baccalaureate degree, or equivalent from an accredited college in operations management, business administration, or related field. At least 5 years of operational experience in a similar role.

2. Full-time progressively responsible clerical/administrative experience requiring independent decision-making concerning program management or planning, the allocation of resources, and the scheduling and assignment of work, 3 years of which must have been in a managerial, executive, or supervisory capacity.

Preferred Skills

- Knowledge of the Financial Management System (FMS) and procurement processing, contracting, sourcing, and all matters related to purchasing.
- Knowledge of the Microsoft Office 365 suite; Proficient with Outlook, PowerPoint, Excel, and other tech platforms.
- An understanding of NYC government and budget processes.
- Strong organizational skills, responsiveness, and result oriented.
- Valid driver's license.
- Knowledge of facilities management, IT, and other operations.
- Highly motivated and self-directed; capable of seeing projects through from beginning to end.
- Excellent verbal and written communication skills.
- Strong customer service orientation.
- Ability to work well under pressure and prioritize tasks.
- A strong commitment to the values and vision articulated by the Brooklyn Borough President.
- 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.
- Performs other duties such as manual labor.

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

To apply: Submit a resume and cover letter to BKBPHR@brooklynbp.nyc.gov with the subject line "Director of Operations" Submission of an application package does not guarantee that you will receive an interview. Only those candidates under consideration will be contacted.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy. 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 apply for a job because of your disability. You can request reasonable accommodations from the EEO office at BKBPEEO@brooklynbp.nyc.gov.

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.

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. This requirement must be met by your date of hire unless a reasonable accommodation for exemption is received and approved by the hiring agency.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Please visit the student loan forgiveness site to see if you may be eligible for programs and how to apply at [Public Service Loan Forgiveness](#) | [Federal Student Aid](#).

Post Date: October 6, 2022

Post Until: Until Filled

JVN #: 012-14
