



Downtown Bozeman Partnership

EMPLOYMENT OPPORTUNITY

Operations Manager

Position: Operations Manager
Classification: Non-Exempt, Regular Part-time
Supervisor: Executive Director
Effective: October 5, 2017

Essential Function

The essential function of the Operations Manager will be to assist the Executive Director and Program Director of Downtown Bozeman Partnership with their activities relating to the missions and programs of the three member organizations:

- Downtown Business Improvement District (BID)
- Downtown Bozeman Association (DBA)
- Downtown Tax Increment Finance District (TIF)

Primary Responsibilities

The primary responsibilities of the position include:

- 1. Assist the Executive Director with the implementation of the programs of the BID**
 - 1.1. Supervise the BID maintenance staff scheduling, assignments, and time sheets
 - 1.2. Manages the operational activities and services provided by the BID staff
 - 1.3. Assure completion of daily, weekly and monthly maintenance tasks
 - 1.4. Oversee streetlamp banner program
- 2. Assist the Program Director with DBA programs and sponsored events**
 - 2.1. Assist with administration of Downtown Dollar Program
 - 2.2. Assist with distribution of DBA promotional materials
 - 2.3. Assist with DBA sponsored event preparations
 - 2.4. Assist with over street banner program

3. Assist with Downtown Partnership operations

- 3.1. Assist the Executive Director and Program Director with the daily operations
- 3.2. Assist with management of social media accounts
- 3.3. Manage databases and quarterly e-newsletter production

Knowledge

Education The minimum educational requirement necessary to perform the job satisfactorily is a college undergraduate degree. A combination of relevant work experience and post-secondary education will also be considered.

Experience The minimum amount of experience to perform the job satisfactorily is 1 to 3 years of experience in office management, employee supervision, event organization, and/or property maintenance. Previous job experience in downtown Bozeman is preferred.

Necessary Skills

- Solid personal and public communication skills
- Microsoft-based computer skills
- Internet and social media skills
- Effective time management
- Ability to work independently
- Ability to take directions
- Problem solving skills
- Ability to drive a truck and ATV
- Aptitude to operate simple machinery such as water pump and power washer

Personal Attributes Desired

- Work well with people, friendly and organized
- Ability to manage, motivate, coordinate, supervise and follow through with staff, interns and volunteers
- Ability to listen and communicate

Working Conditions

- Responsibilities will require working in a typical office environment
- Position requires considerable amount of work outdoors in all weather conditions
- Schedule will occasionally require working early in the morning, late into the evening, and some weekend hours.
- Physical demands include:
Standing, Walking, Sitting, Balancing, Stooping, Crouching, Reaching, Speaking, Hearing, and Seeing, Lifting, Carrying, Pushing and Pulling

Position Classification

The Operations Manager is a non-exempt regular part-time position.

- Non-exempt employees are entitled to overtime pay under the specific provisions of federal and state law
- Regular part-time employee is one who works a continuous annual average of less than 40 hour a week. Regular part-time employees are eligible for certain benefits as specified in the employment agreement.

Hours and Wages

- Typical hours will be Monday-Friday 10am-4pm for approximately 30 to 35 hours per week (hours will fluctuate with seasonal workloads)
- Starting pay rate will be \$16.00. Bonuses and/or pay increases will be determined by supervisor.

Benefits

- Reserved Parking Space
- Paid Sick Leave
- Paid Vacation Leave

APPLICATION PROCEDURE

To apply, submit the following information to the Downtown Partnership:

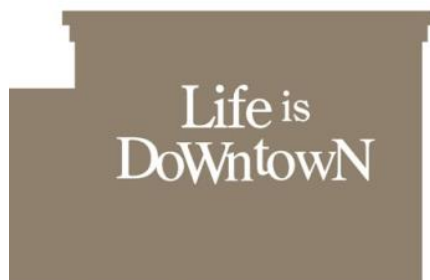
1. Downtown Bozeman Partnership Application for Employment
2. Current resume including professional references
3. Copy (front and back) of current Driver's License

Application available by request to chris@downtownbozeman.org or in person at:

**Downtown Bozeman Partnership
222 East Main Street, #302
Bozeman MT 59715**

Application Deadline: October 20, 2017

Anticipated Start Date: As soon as November 20, 2017



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