

**TITLE Senior Director of Operations**

**CATEGORY** Administration

**DESCRIPTION** Responsible for the growth, development, strategic planning and day-to-day functioning of the Maintenance, Information Technology and Transportation Departments ensuring internal organization processes and infrastructure promote growth of The Arc. The Sr. Director of Operations is responsible for supervision of the staff within those departments; acts as a liaison with all Arc entities; and works to improve operational efficiencies and systems, while reducing costs and identifying and securing funding/revenue sources. This is an exempt position.

**POSITION REQUIREMENTS** Position requires a Bachelor's Degree in Business Administration or a related field. Master's degree a plus. Ten years of related experience, and a minimum of five (5) years supervisory experience.

The successful candidate will be:

- experienced with asset and IT management systems.
- knowledgeable of company IT and communication infrastructures and able to articulate needs to third parties.
- responsible for tracking vehicle usage and processing gas tax reimbursements.
- experienced with determining the life expectancy of vehicles / equipment and developing a replacement plan
- the lead for the MTA grant preparation.
- familiar with managing a capital budget
- competent in identification and management of facility and ground maintenance
- able to demonstrate excellent verbal and written communications to varying levels in and outside the organization
- an Arc representative in community organizations.
- a creative self-starter

Strong computer experience using Microsoft Office Suite Word, Excel, PowerPoint, Publisher and Outlook.

Applicants also need to pass a background check, and pre-employment screenings which include a drug screen and functionality test.

**EOE STATEMENT** We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

To apply online, go to our website, [www.arcwc-md.org](http://www.arcwc-md.org) and click on Join Our Team.