

CITY OF NEW YORK  
DEPARTMENT OF CULTURAL AFFAIRS

<b>OFFICE TITLE:</b> Director of Operations	<b>SALARY:</b> \$45,615 - \$61,000
<b>CIVIL SERVICE TITLE:</b> Community Coordinator	<b>WORK LOCATION:</b> 33-00 Northern Blvd. 3 <sup>rd</sup> Floor, L.I.C New York, NY 11101
<b>TITLE CODE NO:</b> 56058	<b>WORK UNIT:</b> Materials for the Arts

**JOB DESCRIPTION**

The New York City Department of Cultural Affairs is seeking a Director of Operations for its Materials for the Arts program (MFTA). The program receives material donations from the private and public sector and makes these donations available to New York City's not-for-profit arts and cultural community, and the public schools. Materials for the Arts is a waste reduction/materials donation program that processes more than \$7 million dollars annually in goods to 4,000 cultural organizations and arts programs at social, health and community service organizations and the NYC public schools.

Reporting to the Executive Director of Materials for the Arts, with latitude for independent initiative and judgment the Director of Operations will have a broad scope of responsibilities that require management, planning, implementation, coordination, monitoring, and working with all levels of staff from the agency, consultants, volunteers, other City agencies, and donors in the management of warehouse operations for the Materials for the Arts Program. Diverse responsibilities will include, but are not limited to, the following:

- Managing all aspects of the day-to-day work flow for warehouse operations; administration, general management issues and facility maintenance.
- Overseeing donation intake processing and monitoring warehouse inventory.
- Coordinates truck routing, mover/drivers schedule, and the planned maintenance, repair, registration of vehicles, and parking of MFTA truck fleet.
- Conducting outreach to the field, other City agencies, potential and current donors and consultants.
- Responding to inquiries from MFTA donors, recipients, other City offices and the general public.
- Participating with development and execution of short and long range strategic planning, objectives and new initiatives.
- Work closely with Executive Director in developing or enhancing program to increase efficiency/productivity/accountability within the operation.
- Represent MFTA to the field at conferences and events and to potential donors and recipients.
- Supervising staff

**QUALIFICATION REQUIREMENTS**

1. B. A. Degree from an accredited college and two years or experience in community work or community centered activities in a area related to the duties described above or
2. High school graduation or equivalent and six 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 one year of experience as described in "1" above.

**PREFERRED SKILLS**

The preferred candidate must be a creative problem solver with solid organizational and supervisory experience. A demonstrated ability to lead and work well with others; excellent communication (written and verbal), decision making and employee relations skills are essential. Other preferred skills: familiarity with social networking media, confidence with computers and the ability to work productively under pressure, both independently and as a team member. A solid background in warehousing, trucking, and working with a diverse constituency is important as is an interest in the field of reuse and sustainability and a working knowledge of, and interest or experience in, the City's arts and cultural community.

**TO APPLY, PLEASE SUBMIT RESUME & COVER LETTER INDICATING JVN# TO:**

[crecruit@culture.nyc.gov](mailto:crecruit@culture.nyc.gov) The JVN# MUST be the only text in the subject line of email. Also please indicate the JVN# in the upper right hand corner of your cover letter and resume. **Your cover letter and resume MUST be attached as one MS Word document, specifically with the .doc extension.** Please send your cover letter and resume only once; you will receive confirmation of receipt.

If you do not have access to email, mail your Cover Letter & Resume To: DCLA /Human Resources Office, 31 Chambers St., 2<sup>nd</sup> Fl., New York, NY 10007 (Indicate JVN# in upper right hand corner of cover letter & resume) Please submit your cover letter & resume only once using one of the above methods. While we appreciate every applicant's interest, only those under consideration will be contacted. No telephone inquiries please. For more information about DCLA, visit us at: [www.nyc.gov/culture](http://www.nyc.gov/culture) **Appointments are subject to OMB approval.**

The City of New York is an Equal Opportunity Employer

<b>DATED</b> 04/08/10	<b>POST UNTIL</b> Filled	<b>JVN</b> 126-2010-009783
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