



Manager of Field Operations

The Lincoln Square Business Improvement District (BID), a small not-for-profit tax-exempt organization founded in 1996 by property owners, businesses and others with a stake in this Upper West Side community, is seeking a Manager of Field Operations.

Reporting to the Vice President and working closely with the President and Board of Directors of the Lincoln Square BID, the Manager of Field Operations is responsible for overseeing all field activities and programs. This includes daily management of the Lincoln Square BID's supplemental sanitation, public safety and beautification programs, and streetscape activities.

The duties and responsibilities include, but are not limited to, the following:

- Management and oversight of all field activities, contracts, programs, schedules and reports pertaining to sanitation and area maintenance (painting, graffiti removal, etc.), public safety, streetscape initiatives, beautification activities, holiday lighting, homeless outreach. etc.
- Prepare RFP's and evaluate proposals for all supplemental services and oversee budgets and expenses relating to supplemental services.
- Prepare monthly written reports for presentation to the President and Board of Directors
- Establish and maintain close coordination with City agencies and departments, including NYPD, Sanitation, Parks, Transportation, DEP, and others.
- Work closely with neighborhood stakeholders (property owners, businesses and their building staff) community groups, elected officials, community boards, educational institutions, etc.
- Attend meetings, including regular evening meetings, as a representative of the organization.
- Work with BID staff and consultants on special initiatives, including events.

The ideal candidate will be a detail-oriented self-starter and will possess the following:

- A minimum of 5 years of successful hands-on supervisory, managerial and field experience, including management of field personnel; i.e. area maintenance/grounds crews, parks, plazas, public safety, etc.
- Strong organizational, written and oral skills with working knowledge of Microsoft Office suite, including Word, Excel, Outlook, and comfortable with learning new computer software packages.
- An ability to work flexible hours, including regular evening and occasional weekend hours.
- Experience in project management, operations of public spaces and a working understanding of BIDS and City government.
- Strong leadership skills and a commitment to community and a warm team oriented personality.
- Enthusiastic about working outdoors with an ability to multitask.
- Bachelor's degree required.

Lincoln Square is a thriving mixed use community, which includes 250 businesses and cultural organizations, major property owners, entertainment companies, thousands of residents, and over 23 million visitors annually. The mission of the Lincoln Square BID is to make Lincoln Square cleaner, safer, and more beautiful, and to undertake various improvement projects. We focus our efforts on supplemental sanitation and security services; the beautification of public spaces, malls, and parks; and the promotion and marketing of the area's diverse business and cultural offerings, and produce New York's largest holiday festival - Winter's Eve at Lincoln Square. With a five person staff, the Lincoln Square BID is one of 70 business improvement districts in New York City and is the ninth largest with an operating budget of approximately \$2.166 million.

Salary: Approximately \$65,000 - \$70,000 (commensurate with experience) plus excellent benefits. The Lincoln Square BID is an equal opportunity employer. Background investigation will be required. Interested candidates should email resumes and cover letters, including current salary information to: jobs@lincolnsquarebid.org No calls please.