



POSITION: Operations Manager
CLASSIFICATION: Full-time, Exempt; Grade 4
REPORT TO: Executive Director
DATE: June 13, 2021

BCRD MISSION

BCRD provides healthy, active, and diverse recreational opportunities for our community.

Job Summary

The Operations Manager (OM) oversees internal processes and human resources for the Blaine County Recreation District (BCRD), helping to ensure a positive and productive work environment to advance the BCRD's mission. The OM is the point person in a range of internal matters, including managing the hiring process and staff orientation, employee benefits, and general office administration. This person also supports the executive director in matters related to the Board of Directors: including meeting management and meeting minutes. The person in this position coordinates with BCRD staff and Community Campus administrator to meet BCRD's needs at the Community Campus. The position requires a high level of organization, independent judgment, initiative, discretion, and technical skills. The OM works closely with and reports directly to the executive director. This position is a full-time exempt position. An employment application and a veteran's preference form can be obtained at www.bcrd.org. Qualified candidates, please submit a cover letter, resume, and completed employment application to Mark Davidson at mdavidson@bcrd.org.

JOB DUTIES AND RESPONSIBILITIES

- Manage the logistics and documentation of new hires and departures.
- Supervise Front Desk Manager and coordinate with Program Director and others as needed to oversee general operations of Front Desk.
- Maintain administrative files in both physical and digital formats.
- Administer insurance, retirement, and general benefits plans for employees.
- Assist finance department with accounts payable/receivable, deposits and monthly reconciliation for BCRD checking account.
- Provide logistical support for staff meetings, trainings and board meetings.
- Attend and take minutes at monthly board meetings, and assist the executive director with board communications, board reports, and meeting schedule management.
- Manage invoice distribution, incoming mail distribution, email correspondence, phone calls, and other communications functions.
- Maintain and track the inventory of office supplies, Nordic passes, and equipment in an organized systematic fashion.
- Maintain relationships at the Community Campus and coordinate any maintenance needs including janitorial and grounds maintenance.
- Communicate effectively between the executive director, BCRD staff, board members, and the general public.

JOB REQUIREMENTS AND QUALIFICATIONS

- A minimum of a bachelor's degree, 3 years experience or combination of both as well as specific experience in office management and human resources.
- Excellent organizational skills and attention to detail for accurate and efficient recordkeeping, correspondence, and project tracking.
- Excellent communication skills, both verbal and written, for applying to personnel matters and for coordinating between staff, board members, and the general public.
- Proven discretion for confidential matters.
- Strong technical skills with basic office computer programs, including word processing, spreadsheets, presentations, databases, and web design templates (Wordpress).
- Bilingual skills in English and Spanish are advantageous.

WORK ENVIRONMENT

Work is performed primarily in an office environment while sitting at a desk or computer terminal, or while standing at a counter or a file cabinet for extended periods of time. Events and programs may occur offsite and can involve frequent moving around and standing for longer periods. Physical exertion may be required to lift office supplies, files, boxes, chairs, and tables.