



Job Title	Director of Operations
PVN ID	VA-1911-003394
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

Department

Status	Full Time
Annual Salary	\$85,000.00 - \$92,000.00
Hour(s) a Week	35
Closing Date	Apr 30, 2020 (Or Until Filled)

General Description

Background:

The City University of New York (CUNY) is the nation's leading urban public university serving more than 540,000 students in matriculated degree, certificate and continuing education programs at 24 colleges and institutions in New York City. The Office of the Senior University Dean for Academic Affairs oversees a wide range of programs and initiatives at the University, including adult literacy programs, service learning, early childhood professional development, collaborative programs with the New York City public schools, workforce development and continuing education, as well as programs and initiatives such as the CUNY Language Immersion Program (CLIP), Accelerated Study in Associates Program (ASAP), CUNY Start and the Creative Arts Team (CAT).

GENERAL DESCRIPTION

Reporting to the Executive Director of Fiscal Administration, the Director of Operations will provide project management and operations expertise and support in the areas of facilities management, technology systems support, human resources, incident management, professional development, and facilities-use planning within and across the unit's programs.

This position will be based at our 16 Court Street location in Brooklyn but will work with multiple sites; occasional evening or weekend hours may be required.

Job duties include:

- Provides leadership and supervision to subordinate Administrators to execute respective functional

programs, establish policies and goals, and commit available resources.

- Manage operations and administrative staff and liaisons at multiple sites.
- Create, implement, oversee and efficiently manage operational systems and liaise with external vendors and several offices and departments within the central office, including: CUNY Central Operations; Public Safety; Computing and Information Systems (CIS); Facilities, Planning and Construction Management (FPCM); CUNY Purchasing; CUNY Human Resources; and the CUNY Research Foundation.
- Cultivate a good relationship and liaise with building management and ensure smooth communication with program staff on all building policies, procedures, and emergency plans.
- Provide support and guidance on the purchase and use of technology (both hardware and software.)
- Develop project management plans for senior staff to make certain that all tasks required for new staff members to begin work are completed in a timely manner (installations of furnishing and fixtures; computer set-up, email account set-up, phone service, etc.)
- Work with the unit's Senior Staff to establish and manage their program hiring goals and plans as well as to operationalize best practices in managing and allocating space.
- Monitor, assess and ensure effective use of department/unit resources.

Other Duties

- Support the Executive Director of Fiscal Administration in the development and execution of key strategic initiatives and projects for the Office of Fiscal and Administrative Services and the Office of Employee Resources and Staff Development.
- Educate unit staff about/manage the operations needed to support green practices in compliance with the University's sustainability goals.
- Perform other duties as assigned.

Qualifications

Qualifications:

- Exceptional organizational, prioritization, and planning skills.
- Strong attention to detail and the ability to keep accurate, well-organized records. Excellent project management skills, multi-tasking and able to effectively perform under pressure.
- Excellent verbal and written communication skills.
- Resourcefulness, flexibility and relationship building skills to negotiate with internal and external stakeholders.
- Ability to work independently and also function effectively in a collaborative office with diverse internal and external constituents of various levels.
- Knowledge of process and practices for managing a variety of contractual agreements.
- Planning and administration of the budget.
- Ability to analyze situations and data to resolve existing or potential problems.
- Ability to travel to other sites within New York City
- Familiarity with CUNY, the CUNY Research Foundation, and procurement are optimal.

Education and Experience:

- Bachelor's Degree required, with a minimum of seven years of progressively responsible operational and management experience.
- Experience with organization logistics, space allocation and management, planning, IT infrastructures, public safety, and facilities management.
- Experience and a high level of proficiency using Microsoft Outlook, Excel, and Word are required.

Please submit a cover letter along with the resume when applying for this position.