

YWCA Syracuse & Onondaga County

Job Title:	<i>Operations Manager</i>	FLSA Classification:	<i>Non-exempt</i>
Department:	<i>Main Office</i>	Reports to:	<i>Executive Director</i>

Job Summary:

Supports Executive Director with contract/grant management for all organization programs, daily office management that includes light bookkeeping, coordination of staff meetings, travel, and trainings. Must have excellent communication and interpersonal skills to ensure the ability to engage and interact with staff and community partners on all organization operations. Welcomes and provides onboard training in conjunction with program supervisors to new staff as well as help with required documentation by the organization.

Essential Job Duties and Responsibilities:

- Manage grant contracts, vouchering and progress report submissions
- Pay bills, make bank deposits
- Manage organization’s vendors and vendor agreements, procurement policy, MWBE vendor policy
- Accept and organize check requests and reimbursements for agency operation
- Assist accountant in fiscal organization (copies, filing payments/checks)
- Coordinate agendas per Executive Director instruction and attend all YWCA staff meetings
- Operations within Women’s Residence program, facility, schedules
- Oversee van travel, maintenance and insurance policies
- Orders and ensures programs have adequate amounts of supplies and food, cost effectively, with the assistance of program managers
- Manage items related to large donations/clothing, building operations and facilities such as security, maintenance, capital projects and furnishings/equipment needs
- Visit all sites including Women’s Residence Program, to coordinate facility tasks, review of front desk supervisors master schedule, ordering supply needs
- Contribute to an organized system of files and documentation of all buildings operations
- Coordinate holiday events, sponsorship opportunities and giving days with development team
- Manage winter and summer break camps/operational compliance with program managers and Deputy Executive Director

Supervisory Responsibilities:

Supervision of Women to Work, Front Desk Support Specialist, Main Office
 Supervision of organization vehicles, coordinating vehicle schedules with managers for events and programming

Minimum Qualification Standards:

Bachelor's degree in business, finance, public administration, or social science or a related field. Or at least 3-5 years in office management, supervisory/administrative capacity at a non-profit organization or corporate company.

Special Requirements:

Valid driver's license

Knowledge, Skills, and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language:

Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups and/or board of directors.

Mathematical:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Equipment, Machines, and Software Used:

General office equipment is used

Mental and Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands to finger handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, talk or hear and taste or smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance visions, color vision, peripheral vision, depth perception and ability to adjust focus.

Environment Conditions:

The work environment characteristics described here are representative of those an employee

encounters while performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually loud.

Disclaimer:

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. This job description in no way states or implies that these are the only duties to be performed by the employee (s) occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. The company reserves the right to add to or revise an employee's job duties at any time at its sole discretion. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

I acknowledge that I have read this job description and have received a copy for my records.

Employee Name

Date