



**EDMONDS PUBLIC FACILITIES DISTRICT/  
EDMONDS CENTER FOR THE ARTS  
Announces the following EMPLOYMENT OPPORTUNITY:**

**POSITION:** OPERATIONS MANAGER  
**CLOSES:** Open until filled  
**EMPLOYMENT STATUS:** Permanent, Full Time, Exempt  
**SALARY:** Starting Salary Range: \$60,600-\$65,000, dependent on experience.  
Position Range: \$60,600-\$76,400  
**BENEFITS:** This position is eligible for a competitive package including:

- Medical, Dental, Vision benefits available.
- Participation in the Washington State PERS retirement plan and ability to enroll in the Deferred Compensation Plan.
- Company paid LTD and Life Insurance, with option to enroll in voluntary plans.
- 10 days of vacation time per year, 12 days of sick time per year, and 12 paid holidays per year.

**REPORTS TO:** Associate Executive Director, Executive Director  
**SUPERVISES:** Accounting, Facilities, External HR Contracts

**POSITION SUMMARY:**

The Operations Manager is a resourceful and dedicated professional responsible for management of the day-to-day operations of the organization, the use, maintenance, and management of ECA's campus, and support of crucial administrative operations. The Operations Manager works with senior leadership to maintain operational systems, processes, logistics, and infrastructure while looking for opportunities of improvement or revision.

EPFD/ECA's Operation Manager manages the organization's accounting, human resource management, legal compliance, facilities management, and information technology (IT) support in collaboration with the Associate Executive Director, the Executive Director, and appropriate department managers and/or directors. Like all employees at EPFD/ECA, the Operations Manager is expected to collaborate with all team members and remain committed to EPFD/ECA's mission, goals, and values.

An Operations Manager at EPFD/ECA is committed to justice, equity, diversity, and inclusion, and strives to continuously reflect these values within both internal and external relationships. An Operations Manager values a diverse team, is welcoming of different perspectives and approaches, and makes sure that their colleagues and partners feel valued and empowered.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

**Leadership:**

- In partnership with the Associate Executive Director (AED) designs organizational strategies and tactics for growth and success across all areas of operations.
- Directly supervises, mentors, and professionally develops appropriate staff and external consultants as reflected in the EPFD/ECA organizational chart.
- Conducts regular check-ins with direct reports. Collaborates with the AED on the department's personnel needs and distribution to best leverage strengths and EPFD/ECA's collective knowledge.

**Financial Management:**

- Manages daily fiscal operations in cooperation with Accounting, Associate Executive Director (AED), and Executive Director. This includes assisting with the development of the organization's operating and capital budget, and regular evaluation and reporting of budget versus actuals to Department Heads.
- Manages the implementation of system improvements, internal controls, and compliance under the direction of the AED.
- Manages in collaboration with the Accounting Department and AED, the District's annual financial and accountability audit by Washington State Auditor's Office.
- Ensures the proper and timely payment of payroll and associated local, state, and federal taxes and fees.
- Ensures the generation of and communicates monthly financial reports and forecasts for review by the Associate Executive Director and Executive Director for approval by the Board of Directors.

**Human Resources:**

- Manages daily human resource management and ensures operating standards in collaboration with the AED.
- Assists the AED with developing, maintaining, and overseeing the implementation of employment policies and procedures.
- Ensures work rules, safety requirements and performance standards are adhered to.
- Supports the AED in the creation or updating of job descriptions and/or job postings.
- In collaboration with external HR Partner, coordinates organization's job postings and interview processes.
- Conducts employee life-cycle processes to include onboarding, orientation process, new hire trainings, maintaining of employee records, and employee exiting procedures.
- Manages the process of annual employee performance review and ensures the completion of the cycle.
- Manages the administration of employee health and retirement benefits programs, ensuring timely reporting and payments to plans.
- Coordinates and tracks the budget and training identified by the AED for staff to make full use of individual capabilities and to meet changing systems and regulations.
- Manages annual open enrollment and other cyclical events or requirements, as needed.
- Works with AED and organization's IDEA Committee to coordinate, communicate, execute, and assess Inclusion, Diversity, Equity, and Accessibility (IDEA) initiatives and development of staff.
- Maintains organizational compliance with federal, state, and local employment laws and regulations, and recommended best practices.

**Facilities:**

- Oversees operation and maintenance of all facility systems for EPFD/ECA, including HVAC, plumbing, electrical, structural, security, and other key systems in partnership with Facilities.
- Ensures all ECA assets are tracked and managed through the Upkeep Facilities Management Tool.
- Oversees the development and successful management of annual facility maintenance and management schedules.
- Manages in partnership with the AED the prioritization, scheduling, and completion of major capital repair/replacement/improvement projects.
- Implements and manages approved policies and procedures to ensure workplace safety and participates and provides oversight of the EPFD/ECA Safety Committee as needed.
- Ensures compliance with all applicable laws and internal policies for purchasing and procurement.

- In collaboration with Facilities & AED, ensures that EPFD/ECA's facilities are operating in the most efficient and cost-effective manner possible.
- Provides reporting as required for Facilities & Operations Committee.

**Information Technology:**

- Manages technology maintenance and improvements (hardware and software) under the direction of the AED.
- Schedules maintenance and service for computer network, phone, and security systems.
- Maintains policies for email use, management of shared files, system backups and network security in collaboration with the AED and external IT consultant.
- In collaboration with Facilities, ensures all information technology assets are QR coded and tracked through the Upkeep Facilities Management Tool.

**General Management:**

- In partnership with AED, coordinates with department leads to facilitate the most efficient and cost-effective use of ECA facilities, resources, and personnel.
- Responsible for planning and implementation of projects or initiatives; setting priorities, establishing department work plans and providing support in decision making to help organize, coordinate, and manage the day-to-day activities of department staff.
- Coordinates and prepares reports for monthly meetings of both Boards of Directors and Standing Board Committees (as assigned).
- In coordination with Administrative Assistant, oversees administrative office scheduling and functions.
- In coordination with Administrative Assistant with approval from the AED, oversees purchasing, leasing and maintenance of copiers, printers, and other office equipment.
- Performs other tasks as assigned.

**PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Familiarity with financial statutory requirements related to Washington State Public Facilities Districts and to 501(c) 3 non-profit corporations, is a plus.
- Skilled at cultivating and maintaining relationships with people at all levels of an organization—both internal and external—across a diverse range of cultural, generational, ethnic, educational, and social backgrounds.
- Solid strategic thinking abilities, as well as project and staff management skills.
- Excellent verbal, written, and listening skills required; able to communicate effectively externally and internally.
- Meticulous attention to detail in all matters.
- Proficiency in developing and maintaining measurement or assessment tools for collecting and analyzing impact and effectiveness of projects.
- Must possess excellent organizational skills and a demonstrated ability to lead a dynamic team.
- Ability to manage simultaneous, multiple projects, establish priorities, and meet deadlines.
- Computer skills preferred include Microsoft Office Suite, financial software, facility management software, and other systems databases.

**QUALIFICATIONS, EDUCATION AND EXPERIENCE:**

- Bachelor's degree in a relevant field or equivalent education, training, and experience.
- Minimum 5 years of progressive operations, financial management, and/or administrative management experience.
- Minimum 3 years of facility management experience and knowledge of terminology used in general construction operations.
- Direct experience in organization management and business operations processes.
- Broad-based knowledge of common facilities practices, equipment, and suppliers.
- Direct experience with Washington State public agency procurement, contracting, and public records requirements.
- Budget management experience and the ability to create and monitor budgets and expenses.
- Experience in governmental accounting and audit practices highly desired.
- CPR/First Aid Certification (within 30 days of employment).

**WORKING CONDITIONS:**

An Operations Manager position often requires work in addition to standard 40-hour work week and may be asked to attend a number of performances, meetings and special events that occur outside of the normal workday and/or on weekends.

- Prolonged periods of remaining in a stationary position in an office setting and constantly operating a computer.
- Ability to observe details at close range during computer use and document review.
- Repetitive use of hands and wrists on computers and telephones.
- The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Must be able to lift up to 40 lbs. at a time.
- May require occasional travel.
- The person in this role must be able to perform the essential functions with or without an accommodation.

**APPLICATION REQUIREMENTS:**

Please send **cover letter** describing qualifications, **resume**, three **references**, **completed EPFD/ECA Application Form and Voluntary EEO Survey** (available for download at <https://www.edmondscenterforthearts.org/who-we-are/employment>) to [careers@ec4arts.org](mailto:careers@ec4arts.org) OR *Operations Manager Search, Edmonds Center for the Arts, 410 4<sup>th</sup> Ave N, Edmonds, WA 98020.* **No phone calls please.**

*Edmonds Public Facilities District/Edmonds Center for the Arts is an Equal Opportunity Employer and is committed to advancing equity through our work and to becoming a more inclusive organization. People of color and others with underrepresented identities are strongly encouraged to apply.*

**NOTE:** Pursuant to the Immigration Reform and Control Act, all new employees must present acceptable documents verifying identity, and authorization to be employed in the United States. Additionally, all applicants must possess a valid Driver's License. **Edmonds Center for the Arts is an Equal Opportunity Employer.** Any individual requiring ADA accommodation during any part of the selection process should advise EPFD/ECA of the need.