



Position: Facilities Operations Manager
Program: Facilities
Reports to: Associate Director of Facilities
Salary: DOE
Status: 100%, Full-Time, Exempt
Probation: 180 days
Benefits: Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403(b) retirement plan.

JOB SUMMARY: Reporting to the Associate Director of Facilities, and as part of the Facilities Management Team, the Operations Manager is responsible for the following: Overall management of the Facility (24hr on-call), Maintenance (24hr), and Security (24hr), teams at all LGBT Center locations, maintaining a positive, respectful, and professional work environment.

ESSENTIAL FUNCTIONS:

- 1) Prioritize, respond to, and manage all staff, departmental, and agency needs;
- 2) Monitor daily operations for a large (70+) and growing department, including direct oversight of a 40+ security team (including 2 supervisors);
- 3) Maintain and develop the Center's Disaster Preparedness and Safety program, including all training, maintenance and updates to the Emergency Management Plan; maintain and develop relationships with State and local agencies, including CPCA, CCALAC, DRC, LAFD, LAPD, and BID; complete fire and disaster drills at all Center locations; maintain records as required; ensure compliance with all State and Federal requirements for an FQHC;
- 4) Ensure recruitment and proper hiring methods for all staff in compliance with all HR policies and procedures;
- 5) Develop and maintain relations with staff and Union;
- 6) Ensure performance of staff through departmental orientation and training, maintain efficient workflow, ensure compliance with all Los Angeles LGBT Center (Center) policies and procedures;
- 7) Maintain all records as per Center requirements; develop forms, and with the help of the Facilities Director, other policies and procedures;
- 8) Allocate department resources in an efficient and cost-effective manner; maintain departmental budget; participate in budget development process;
- 9) Maintain and develop the Center's Disaster Preparedness and Safety program, including all training, maintenance and updates to the Emergency Management Plan;
- 10) Complete fire and disaster drills at all Center locations; maintain records as required;
- 11) Ensure compliance with all State and Federal requirements for an FQHC;
- 12) Manage, as required, the reporting, investigation, and follow up of all accidents and incidents, for OSHA, Workers' Comp, and other Center reporting systems;
- 13) Lead, schedule, and/or participate in all meetings as necessary;
- 14) Be available 24/7 for scheduled and emergency situations;
- 15) Support agency goals and initiatives as required;
- 16) Other duties as assigned;

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) 5 years of management experience, including 3 years of experience managing in a union environment;
- 2) Detailed knowledge of Human Resource procedures, protocols, and requirements;
- 3) Expert knowledge of NIMS, ICS, and Disaster Preparedness protocols in a healthcare setting; FEMA Professional Development Series certification required within 120 days;
- 4) Strong organizational skills, including superior written and verbal communication skills;
- 5) Ability to work at a managerial level and above, cooperatively with many departments, clients and other agency staff members;
- 6) Bilingual a plus; (Spanish/English preferred);
- 7) Direct experience in the social services, health care, shelter housing, and/or not for profit fields and LGBT communities a plus;
- 8) Access to reliable transportation and the ability to be insured;
- 9) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment;
- 10) A passion for the Center's work and its mission to make the world a better place for LGBT people.

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.

E-mail resume and cover letter as a word attachment to jobs@lalgbtcenter.org website: www.lalgbtcenter.org
Or submit application/resume to: Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028