



Operations Manager: Job Description

Position Summary

The Big Sky Resort Area District is seeking an Operations Manager to oversee the day-to-day activities of the District. The ideal candidate will be a collaborative team player with a desire to support the Big Sky community. Success in this role requires the ability to analyze organizational processes that improve quality, productivity, and efficiency. A high-level of community engagement and District communication will occur within this role.

Responsibilities and Duties

- Support District communications and branding including website, PR, publications, and electronic communications.
- Oversee office operations ensuring staff and public goals are met.
- Represent the District in a professional manner at community forums and events.
- Maintain a high-level of oversight with the appropriations process, applicant training, and management of grant software.
- Support with coordination of meeting setup and board communication.
- Respond to public inquiries and work with staff to provide answers to questions.
- Review minutes, agendas, and press releases.
- Help promote an organizational culture that encourages top performance and positive morale.
- Work with staff and board to determine budget priorities for short and long-term goals.
- Update and maintain Operations Manual, Policies and Procedures, Board Manual, and By-Laws.
- Oversee District calendar and coordinate community participation with events.
- Prepare reports and presentations as needed.
- Support board/staff orientations and District elections.
- Collaborate with contractors including IT, Web, Graphic Design, and visioning facilitators.
- Provide support for technology including AV Capture, Ring Central, and MS Office.
- Support budgeting, reporting, planning, and auditing.
- Supervise and mentor Administrative Assistant.
- Work with District Manager to stay apprised of tax legislation.
- Execute projects as directed by management and see the projects through to completion.

Qualifications and Skill Requirements

- Bachelor's degree
- Experience in management, operations, and leadership
- Excellent communication skills
- Proficiency in MS Office and Adobe Acrobat.
- Ability to analyze and revise operating practices to improve efficiency.
- Superior organization skills and dedication to completing projects in a timely manner.

Compensation

This is a salary position generally working 40 hour per week position during five-day-a-week office hours from 9:00 a.m. until 5:00 p.m., Monday through Friday. Salary ranges from \$60,000 - \$65,000 based upon experience. Position includes vacation, retirement, vacation, medical, dental, and vision.

Applications must be received by Friday, July 12th. Position open until filled. Email your cover letter and resume to daniel@resorttax.org.