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# OPERATIONS MANAGER(Job Id 56742)

**Post Date:** 06/17/2020

**Grade:** 21

**Category:** MANAGEMENT AND SUPERVISION

**Salary:** 39,983.00-55,773.53

**Location:** PHOENIX

## Description

### Operations Manager 3425 East Van Buren Street, Phoenix, AZ 85008

Would you like to be part of an amazing culture that helps Arizonans reach their full potential through temporary assistance? The Arizona Department of Economic Security is looking for individuals that are committed to service, community, and teamwork.

#### Why Should You Apply?

We offer a competitive benefits package that is unmatched by the private sector and a culture that encourages team success and advocates for personal advancement.

- Affordable Health, Dental and Vision
- 10 holidays per year
- Paid Vacation and Sick time off - start earning it your 1st day
- Eligible to participate in the Public Service Loan Forgiveness Program (must meet qualifications)
- Contribute to, and participate in the Arizona State Retirement System
- Ride Share and Public Transit Subsidy
- Career Advancement Opportunities
- Tuition reimbursement

#### Interested?

Apply through [azstatejobs.azdoa.gov](http://azstatejobs.azdoa.gov). For questions about this career opportunity, please call (602) 542-0081. Requests for accommodations can be made by calling this number or by clicking this link to access the ADA Job Board.

**This posting will remain open until a sufficient number of resumes are received**

The Department of Economic Security Division of Employment & Rehabilitation Services is seeking an experienced and highly motivated individual to join our team as a District Program Manager 1. This position is responsible for providing supervision of the BEP consultant staff. This position will facilitate development and growth of the program through improvement of profitability of existing facilities, establishment and growth of new facilities, development of BEP staff, and assisting the blind vendors in successful operation of their businesses.

**Job Duties:**

- Train, supervise, and evaluate staff
- Direct operations staff in assignments in site surveys, initial points of contact, business development.
- Act as a consultant for a limited number of facility locations; coordinate and monitor consultant activities; recap agency activity for the Rehabilitation Services Administration (RSA)-15 report; report to Program Manager on a regular basis
- Conduct regularly scheduled facility visitations on locations with consultant staff and on own
- Coordinate and facilitate monthly meetings with operators; facilitate and plan semi-annual all operator meetings
- Conduct and facilitate operations staff meetings on a bimonthly basis; contribute to and coordinate monthly BEP staff meetings
- Monitor program systems and operations; Monitor and evaluate program staff; assume Program Manager responsibilities in their absence
- Approve design and plan for new facilities, facility changes, scopes of work, and prepare budget for new facilities; Develop and implement contracts and all accompanying requirements
- Collaborate and negotiate new business opportunities with vendors, service personnel, grantors, and sub-contractors
- Attend seminars, product/trade shows; attend various agency meetings and presentations

**Knowledge, Skills and Abilities:**

- Knowledge of current food service and vending best practices
- Knowledge of the Randolph-Sheppard Act, ARS 23-504, BEP policy, VR policy, state and county health department rules and procedures, state procurement codes, budget processes
- Knowledge of the Americans with Disabilities Act (ADA), working with people who are blind
- Knowledge of intergovernmental processes
- Knowledge of best practices/services for individuals who are blind and visually impaired
- Verbal and written communication
- Time management
- People management
- Computer and technology skills
- Skilled in evaluation and analysis of situations
- Ability to work within a team environment
- Ability to meet project deadlines through budgeting time
- Ability to set goals for staff and monitor activities to ensure success
- Ability to work with customers, vendors, other government agencies
- Ability to lead others
- Ability to set positive examples and maintain a positive attitude
- Ability to operate a computer and use of MS Office Suite

**Qualifications:**

- Successfully complete the Electronic Employment Eligibility Verification Program (E-Verify), applicable to all newly hired state employees
- Successfully pass background and reference checks; employment is contingent upon completion of the above-mentioned process and the agency's ability to reasonably accommodate any restrictions.

All Arizona state employees operate within the Arizona Management System (AMS), an intentional, results-driven approach for doing the work of state government whereby every employee reflects on performance, reduces waste, and commits to continuous improvement with sustainable progress.

Through AMS, every state employee seeks to understand customer needs, identify problems, improve processes, and measure results. State employees are highly engaged, collaborative and embrace a culture of public service.

Equal Opportunity Employer/Program Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI and VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, sex, national origin, age, disability, genetics and retaliation. To request this document in alternative format or for further information about this policy, contact your local office; TTY/TDD Services: 7-1-1. Free language assistance for DES services is available upon request.