



<b>Position Title:</b>	Director, Operations		
<b>Reports To:</b>	Executive Director		
<b>Department:</b>	Florida Center for the Literary Arts	<b>Job Code:</b>	0123
<b>Prepared By/Date:</b>	Jennifer C. Brito/04-23-2006	<b>Job Group:</b>	PEC
<b>Approved By/Date:</b>	Alina Interian/04-23-2006	<b>Salary Grade:</b>	17
<b>Revised:</b>	Jennifer C. Brito/05-09-2009	<b>FLSA Status:</b>	Exempt

### **Summary:**

The Director of Operations is a member of the Florida Center for the Literacy Arts staff, reporting directly to the Executive Director of the Center, and is responsible for the timely planning and organization of the annual Miami Book Fair International, as well as creating, updating and implementing systems to monitor all phases of the event, from, planning to execution.

### **Essential Duties and Responsibilities:**

- Supervises the Administrative Assistant and part-time and/or seasonal personnel
- Chairs the Book Fair's Operations Committee
- Works closely with all volunteer committees and serves as liaison to the MBFI Board of Directors
- Manages Book Fair income and expenditures
- Renews and maintains grants awarded to the Book Fair from various state and local governmental agencies
- Works closely with Logistics Committee in overseeing arrangements for the author presentations from Sunday-Sunday and Street Fair
- Liaises and works closely with all Campus departments
- Oversees exhibitor and vendor recruitment, registration processes, contract implementation, allocation of space, etc
- Revises, updates and oversees the distribution plan of promotional materials
- Works with vendors reinstallation of promotional banners throughout the county
- Recruits and oversees the scheduling of volunteers
- Oversees book purchases and book sales to include liaison with temporary staff hired for this purpose
- Oversees the coordination of "Friends of the Fair" membership component
- Assists with the logistical coordination of events hosted by the Florida Center for the Library Arts throughout the year

### **Knowledge, Skills and Abilities:**

- Must have excellent written and verbal communication skills
- Must be able to work independently and to manage multiple tasks
- Must have experience in using computer programs and the Internet
- Must be able to work a flexible schedule that may include evening and weekend assignments
- Must have the ability to work in a multi-ethnic/multi-cultural environment

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's degree and four (4) years of managerial experience, or Bachelor's degree and eight (8) years of managerial experience.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name