

### **Uptown Community Parking District, Inc.**

Uptown Community Parking District is composed of four communities, Bankers Hill, Five Points, Hillcrest and Mission Hills. It is a community-based, nonprofit corporation that funds parking, traffic, and pedestrian improvements with a percentage of revenues collected by the city from Uptown parking meters.

#### **Job Description:**

#### **Job Title: Chief Operations Officer (COO)**

The COO is an energetic, amicable, and highly organized individual who provides key support to the Uptown Community Parking District Board members. The COO will work independently and with multiple Uptown Community District board and committee members.

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

##### **Management**

- Implement the projects of the organization including but not limited to creating budgets, estimates, and project summaries for committee review.
- Conduct RFP and contracting processes for purchases including ensuring projects are appropriately approved by the organization and in accordance with city contracts.
- In consultation with the Board President implement day to day details of projects authorized by the Board of Directors to ensure project completion.
- Provide logistical support for projects and special events.
- Work with the Board President to organize the annual meeting, annual report and various elections of the organization as required by the bylaws.
- Staff all committees of the organization including working with volunteers to develop agendas and record minutes.
- Work with the Book Keeper to complete contract reimbursement requests and other contract compliance such as audits.
- Identify and maintain contact with other parking advisory boards.

##### **Administrative**

- Work with the Board President to ensure all city, state, county and federal paperwork is completed in a timely fashion including but not limited to taxes, EDD filing, and Secretary of State filings.
- Appropriately noticing all board and committee meetings of the organization.
- Schedule meetings and events and send out notices consistent with the Brown Act.
- Prepare meeting agendas.
- Prepare any material needed for meetings or events.
- Record the minutes of meetings.
- Transcribe and distribute minutes in a timely manner.
- Prepare reports and statistical reports, as required.

- Post meeting follow-up as required.
- Process correspondence.
- Perform research as needed.
- Provide logistical support for projects and special events.
- Maintain files, database, calendars, and hard-copy files.
- Perform other duties as assigned.

### **Qualifications**

- Advanced written and spoken (English) communication and administrative skills; excellent telephone manner.
- Computer literacy including MS Office products: Word, Excel, Outlook, Power Point; experience with mail-merges and with customer and/or donor databases.
- Exceptional time-management, planning, and administrative skills.
- Ability to organize and prioritize workload.
- Demonstrate high level of diplomacy, sound judgment, and discretion when dealing with donors, volunteers, and community professionals.
- Combined four years of full-time work experience and/or higher education.
- High degree of energy, self-motivation, and flexibility.