



## Vice President of Community Services

Full-time, Salaried, Exempt position

The purpose of the Vice President of Community Services position is to execute and manage public safety and maintenance programs, which enhance the quality of the environment in the LA Fashion District. The Vice President of Community Services will work out of the LA Fashion District field office, in a fast-paced, deadline-driven environment. Approximately 60 percent of the position is comprised of inside administrative duties, and 40 percent is performed on the streets of the 107-block district. Street work includes owner and tenant relations and problem-solving, monitoring and training personnel, directing special initiatives, and day and night routine inspections. Administrative work includes executive-level writing tasks (reports, memos, planning documents, forms, etc.) and management of the Security and Maintenance contracts. Other routine administrative duties include meetings attendance, oversight of facility and equipment maintenance, and service delivery inspection and coordination.

The LA Fashion District BID provides services 24 hours a day, seven days a week. The Vice President of Community Services and the Operations Manager work as a team to ensure maximum coverage of the public safety and maintenance programs. Nights, weekends, and some holidays are required. A high energy level is required to manage the 24-hour BID service programs.

### Scope of Work

- Develop and manage the daily operations and administration of the LA Fashion District Business Improvement District (BID)
- Oversee and manage all aspects of the security services contract and the maintenance services contract, including contract negotiation and management and personnel motivation and management
- Develop, manage, and monitor budgets of approximately 5 million dollars
- Maintain and manage the operations facility (field office), equipment, and supplies. Manage all aspects of field office administration and operations
- Inventory and monitor the delivery of all public services and ensure that the District receives exemplary levels of service from contractors. Develop and maintain effective service tracking systems designed to improve efficiency
- Maintain good relationships and communications with LAPD and other City departments (Sanitation, Fire Department, City Council)
- Make recommendations related to public service delivery improvements
- Monitor and correct District problems on a 24-hour basis and make recommendations on long-range programmatic solutions
- Identification of City service problems and follow up on service requests
- Oversee the development and timely delivery of monthly statistical reports in a timely manner
- Analyze monthly statistical reports and utilize them as planning tools in the execution of services
- Maintain quarterly documented inventory of equipment and supplies
- Maintain, manage, and improve the operations facility and parking arrangements

### Qualifications

- BA/BS degree and a minimum of two to five years of relevant professional experience



- The ideal candidate will have a background or experience in special assessment districts, security, maintenance, and/or project management
- Minimum 2 years of management/supervisor experience
- Knowledge of principles and practices of security and/or maintenance is highly desirable
- Strong customer service and interpersonal communication skills are required
- Driver's License
- Computer proficiency

### **Salary & Benefits**

The salary range is \$118,000 - \$125,000, commensurate with experience and a competitive benefits package.

### **To Apply**

Please e-mail a cover letter, resume, and three references to [info@fashiondistrict.org](mailto:info@fashiondistrict.org)

### **About the L.A. Fashion District Business Improvement District (BID)**

The LA Fashion District is a 107-block district in Downtown Los Angeles and the hub of the apparel industry on the West Coast. The Fashion District caters to the wholesale and retail communities with apparel and accessories for the entire family, textiles, flowers, and even live/work lofts. The LA Fashion District Business Improvement District (BID) is a non-profit organization funded by nearly 1,000 property owners, dedicated to helping the community be a clean, safe, and friendly place to work, shop, do business, and live through cleaning, safety, marketing, and policy programs. For more information, visit [fashiondistrict.org](http://fashiondistrict.org).