

## **ADMINISTRATIVE SERVICES MANAGER**

The Administrative Services Manager's (ASM) primary work is to manage and support Human Resources, Finance including Budgeting and Agreements, Payroll, Purchasing including RFP's, Grants, and all of marketing and promotions, under the purview of the Conservancy. The Conservancy employs twelve full-time staff currently and is a small agency.

This full-time exempt position reports to the Executive Director of the Conservancy and will be a part of the four-person Leadership Team at the Conservancy, currently comprising the Capital Program Manager, General Manager, and the Executive Director.

This is a new position that will create and build the synergies necessary for the Conservancy to thrive and succeed, internally and externally, while exercising critical thinking. As the five-year old Conservancy matures, this position may very well supervise additional staff in the coming years, based on the Conservancy's need and the opportunity that may present itself. This position will also attend all the Committee and Board meetings with the Executive Director or in his/her absence.

### **Human Resources**

The ASM is responsible for, and not limited to:

- Paperwork related to hiring, resignation, and termination of all directly paid Conservancy employees.
- Retention of all personnel records in a safe and secure manner.
- Tallying of all employee trainings for the personnel file and guiding other staff in scheduling required and valued trainings that improve the safety, security, efficiencies, and overall knowledge of the staff group through implementation of innovative and forward-thinking practices.
- Creating a culture of inclusion, with equity at the center not only in the staff team but on the Gardens campus.
- Keeping the Conservancy and staff in compliance with local, State, regional, and Federal regulations related to the workplace.
- Assisting the Executive Director in scheduling, tracking, and reporting back on all Board and Committee meetings.
- Working with our contracted vendors for payroll, invoicing, bill payments and collections, being on time and accurately reporting back to Leadership.

- Attending training and certification sessions to stay abreast of developments, and changes to laws and regulations related to human resources.

## **Finance**

The ASM is responsible for, and not limited to:

- Working with the staff, Executive Director, and the Board and Committees create the biennial Conservancy Budget for adoption each June.
- Producing monthly Budget reports that share the financial status for the Executive Director and the Board.
- Tracking all the agreements on campus that relate to the five main entities of the Yerba Buena Center for the Arts, Yerba Buena Ice Arena and Bowling Center, the Child Development Center, the Children's Creativity Museum, and the Yerba Buena Gardens Festival—in relation to compliance, expiration, changes, notices, reciprocities, and overall staying ahead of potential challenges and issues by timely informing the Executive Director, and working to find solutions and laying the path forward.
- Paying all our bills on time and creating timely invoices for the agencies that may owe us monies for services rendered or items bought. This will include the billbacks for our campus partners, working with other staff to facilitate.
- Reconciling Accounts Payable and Accounts Receivable, working with our contracted vendor, to produce timely reports cited above.
- Being the Liaison to the Finance and Capital Committees in the absence of the Executive Director—attending the scheduled meeting and reporting back to the Executive Director.
- Working with the Executive Director to track all the transactions related to the Conservancy bank accounts, suggesting the need for bank transfers, when necessary.
- Working with Administrative staff, producing the reporting items, and attending the monthly City Reporting Meeting, with the Executive Director.
- Establishing and growing good relations with City and County of San Francisco Finance and other department staff.
- Managing all cash/other instruments handling pertaining to the Conservancy.

## **Payroll**

The ASM is responsible for, but not limited to:

- Entering the bi-weekly payroll into the vendor system and create reports showcasing accuracy.
- Working with the represented staff on our team and ensuring the Conservancy's compliance with all expectations of bargaining agreements, related to payroll and benefits.

- Working with the vendor to make sure all benefits related to retirement and similar staff accounts are being kept up to date with Conservancy obligations.
- Timely resolution of discrepancies in payroll when that occurs.

## **Purchasing**

The ASM is responsible for, but not limited to:

- Working with the Capital Program Manager to issue RFP's, tracking them, and then awarding the contracts for all capital (> \$5,000 value) through the selected evaluation process.
- Working with the General Manager, and other staff to ensure compliance of all service agreements related to landscaping, security, and custodial work on campus.
- Working with all staff and then informing and securing permission, in writing, from the Executive Director on all contracts, agreements, and purchases that exceed \$10,000.
- Being informed of purchasing regulations, in the City and County of San Francisco, State of California, and in the Federal realm.
- Assisting the Capital Program Manager with Project Updates and Reports, when necessary.
- Overseeing the Information Technology realm on campus as it relates to all our needs, working with staff as necessary.

## **Grants**

The ASM is responsible for, but not limited to:

- Researching and seeking, applying for, and following through on regular grant applications, working with appropriate staff, including the Executive Director.
- Working with the Executive Director in seeking out sponsorships, donations, and gifts to the Conservancy.
- Managing the new Memorial Tree and Bench Program, and the Membership Program, seeking strategic growth and regular discussion on challenges and issues, and timely addressing them.
- Managing the current payment schedule for three of the campus partners/leases in the Children's Creativity Museum, Yerba Buena Center for the Arts, and the Yerba Buena Gardens Festival. They receive ongoing funding from the Conservancy.

## **Marketing and Promotions**

The ASM is responsible for, but not limited to:

- All posting of communication related to Board and Committee Meetings, community meetings (when held).
- All aspects of maintaining a robust and informative web site that is active, and in the present with information that drives traffic to our campus.
- Producing, working with the Executive Director, all the Board and Committee Meeting Packets.
- Working with staff and the Executive Director on all internal and external communication prior to granting approval for their posting in any media or format.
- Working with staff to produce marketing information such as program flyers or related materials, prior to dissemination.
- Working with appropriate staff and partners to track numbers on campus during conventions, special events, typical days, and others to tally regular reports.
- Working with the Board and Executive Director to produce the Annual Report starting in July 2024 for the fiscal year ending 30 June, every year.
- Working with the Executive Director and partners, promoting the two events of Easter Egg Hunt, and the Earth Day Festival to the wider community.
- Working with the Executive Director creating and updating the Community Relations Plan.
- Leading the monthly Partner Meetings and reporting back to the Executive Director.
- Working with the Executive Director, Board, and staff to create synergies and a vibrancy on campus that grows traffic inflow and keeps the Conservancy relevant in term of technology use, programming, fads, rules and guidelines, and overall staying ahead of the curve through innovation and continuous improvement.

**The above-listed position requirements are not inclusive of all duties and others may be assigned by the Executive Director, within reason.**

### **Minimum Qualifications**

The ASM is expected to possess the following skills, abilities, and qualifications:

- Bachelor's degree and five years of experience in more than one of the listed areas or a combination thereof in human resources, finance, accounting, project management, management, customer service, administrative services, marketing, communications, and organizational development.
- Work in the public and non-profit sectors with some understanding of the private sector.
- Ability to work unsupervised and as a part of a team.
- Ability to manage multiple tasks and retain focus.
- Ability to supervise Interns and other employees.

- Skilled in moving agendas, and leading meetings with diplomacy, tact, and professionalism.
- Ability to understand and speak other languages will be helpful.
- Other tasks as assigned, within reason, by the Executive Director.

## **Benefits**

Competitive salary, paid health insurance (family members are out of pocket), 403b retirement account with Vanguard, phone reimbursement, and other perks.

## **To Apply**

All interested should submit a detailed cover letter, resume, and salary expectations to Executive Director Subhajeet Ghose at [sgghose@ybgardens.org](mailto:sgghose@ybgardens.org) Only **electronic submissions will be accepted by the deadline date of Friday, 01 March 2024 at 5pm (Pacific Time) to be considered.**

**Initial screening Zoom interviews will be held on Thursday, 21 March or Friday, 22 March 2024.** Please be available to accept 40-minute slots when made available.

**In-Person formal interviews will be held for the three to four finalists on our campus, on Monday, 01 April 2024.** It will be a full-day program.

The goal is to have the ASM on board as early as mid-April or no later than 01 May 2024.

## **Covid-19 Vaccination**

Yerba Buena Gardens is a City and County of San Francisco property. All Conservancy employees, as well as sub-contracted staff, are required to be fully vaccinated. Proof of vaccination is required.

## **Equal Opportunity**

The Conservancy is an equal opportunity employer and does not discriminate on markers of age, national origin, ethnicity, race, religion, ability, sexual orientation, gender, or political affiliation.

## **The Mission**

The Yerba Buena Gardens Conservancy's mission is to provide arts, culture, recreation, and nature in beautiful, accessible, welcoming spaces for everyone through stewardship and collaboration.

## **The Work**

Program, operate, maintain, and improve the publicly owned open spaces, facilities, and amenities, cultural facilities, and related components of San Francisco's Yerba Buena Gardens, working in conjunction with the Garden's nonprofit cultural organizations, commercial tenants and the City and County of San Francisco, for civic and public benefit and enjoyment by all visitors and residents.

## **The Gardens**

Yerba Buena Gardens is a civic treasure in downtown San Francisco with more than five million annual visitors. As the centerpiece of the City's cultural, convention and visitor district and part of the rapidly growing Yerba Buena neighborhood, Yerba Buena Gardens is an urban oasis of cultural organizations, landscaped lawns, extensive public art, dining, cafés, and award-winning architecture built above and around Moscone Center. With five-acres of landscaped space, the Gardens hosts the Yerba Buena Gardens Festival with more than 100 free performances annually, and is home to the Dr. Martin Luther King, Jr. Memorial and Fountain, Yerba Buena Center for the Arts, the Children's Creativity Museum, Yerba Buena Ice Skating and Bowling Center, South of Market Child Care, historic LeRoy King Carousel, as well as a children's area with a sensory garden and playground. It is a place rooted in inclusivity where all can come to relax, celebrate, rejuvenate, and be inspired.

## **Structure & Governance**

The Conservancy is governed by a Board of Directors representing a cross-section of community members, civic leaders, and City appointees. The City/County of San Francisco provides oversight as landlord, auditor, and technical advisor. The Board of Directors hires the Executive Director of the Conservancy.

## **Organizational Culture**

The Conservancy is staffed by a small, efficient team who work collaboratively with contractors, consultants, the Board, the community, and the City and county of San Francisco to accomplish the work of the organization. Being curious, multidisciplinary, team-oriented, while also questioning the status quo toward continuous improvement are keys to success in the organization. The Conservancy thrives through our high-performing, participatory, and fun-loving work environment.

The Conservancy is five years old and as such is well poised to define what the Gardens can and should be. As we grow, we include all our community in showing gratitude for the opportunity vested in us to coalesce around enlivening an oasis in the middle of the downtown San Francisco concrete jungle. We are operationally well-funded and to complete the capital projects we are well positioned to deliver. This position is the next step in raising the bar on our service delivery internally and for our guests and partners.