

The **Thousand Islands Bridge Authority** seeks a candidate to fill a full-time, year-round position as **Boldt Facilities Gift Store Manager**.

Job requirements include retail experience, sales, marketing, computer skills, customer service skills, problem solving, time management, staff training and basic accounting knowledge. This position requires working weekend days, holidays, and some evening after-hour events during the operating season.

Responsibilities include supervision and management of the day-to-day operations of the Boldt Castle Gift Store including inventory control, purchasing, merchandising, daily reports, staffing and management of the point-of-sale computer system.

The Thousand Islands Bridge Authority offers a comprehensive benefits package which includes the following:

- Excellent Medical Insurance Coverage
- Paid Time Off Including Ten (10) Paid Holidays
- Retirement Plans Including Employee 457 Plan and Defined Benefit Pension Plan
- Employer Paid Life Insurance and Disability Insurance

Applications are available at the Thousand Islands Bridge Authority Administrative Offices at 43530 Interstate 81, Collins Landing, Alexandria Bay, NY, or at [www.tibridge.com](http://www.tibridge.com).

Interested candidates should submit a letter of interest, completed application, and resume no later than February 16, 2024, to be considered. Please send to:

**Search Committee  
Boldt Facilities Gift Store Manager  
Thousand Islands Bridge Authority  
P.O. Box 428  
Alexandria Bay, NY 13607**

The Thousand Islands Bridge Authority is an Equal Opportunity employer.

**THOUSAND ISLANDS BRIDGE AUTHORITY (TIBA)  
JOB DESCRIPTION**

**DEPARTMENT:** Boldt Facilities

**CLASSIFICATION:** Gift Store Manager

**CLASS CHARACTERISTICS**

Directly responsible to the Director of Boldt Facilities. This position is charged with supervision and effective operation of Boldt Castle's Gift Store operations.

The examples of work contained herein do not intend to cover all aspects or situations of your position as a Gift Store Manager, but rather highlight the many significant tasks you will be required to perform.

**EXAMPLES OF WORK**

1. The Gift Store Manager will hire, schedule and oversee several staff members in this department as well as fill in for any position under their management.
2. Staff at Boldt Castle operate a computerized point of sale system which the Gift Store Manager must become proficient in managing inventory, update pricing, run reports and train staff in its use.
3. The Gift Store Manager will prepare and place orders within the provided annual budget.
4. The Gift Store Manager will regularly conduct an accurate inventory throughout the operating season and at the close of each season.
5. The Gift Store Manager must establish and maintain a good working relationship with internal departments and industry partners.
6. Ability to operate Thousand Islands Bridge Authority vehicles and equipment in a safe manner.
7. Due to the nature of the tourism industry, the Gift Store Manager must maintain a work schedule that will be expected to be on-site weekends and important holidays.

All TIBA employees are expected to perform other duties as requested by their supervisor.

As an employee of TIBA, you are our representative to the public, you must always represent yourself and TIBA in a positive light. Both your attitude and actions must always show professionalism, leaving the general public with a positive experience in every interaction.