

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

Job requirements include excellent interpersonal skills, public speaking skills, computer skills, customer service skills, ability to work in a fast-paced environment, problem solving, time management and staff training. Boating experience is a plus. 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 Facilities including the point-of-sale systems, food service, staffing, weddings and working closely with staff in promotion of the Boldt facilities.

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 March 22, 2024, to be considered. Please send to:

**Search Committee**  
**Boldt Facilities Operations 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:** Operations Manager

### **CLASS CHARACTERISTICS**

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

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

### **EXAMPLES OF WORK**

1. The Operations Manager will hire, schedule, and oversee several staff members in multiple locations 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 Operations Manager must become proficient with to update pricing, run reports and train staff in its use.
3. It is required that the Operations Manager must possess or be willing to earn their SERVSAFE certification and adhere to all rules and regulations governing handling, preparing, and serving of our guests' food.
4. The Operations Manager must establish and maintain a good working relationship with internal departments and industry partners.
5. Ability to operate Thousand Islands Bridge Authority vehicles and equipment in a safe manner.
6. Due to the nature of the tourism industry, the Operations Manager must maintain a flexible work schedule and will be expected to be on-site weekends and important holidays during the operating season.

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.