Organization

The Portland Cement Association (PCA), founded in 1916, is the premier policy, research, education, and market intelligence organization serving America’s cement manufacturers. PCA members represent 92 percent of U.S. cement production capacity and have facilities in all 50 states. The association promotes safety, sustainability, and innovation in all aspects of construction, fosters continuous improvement in cement manufacturing and distribution, and generally promotes economic growth and sound infrastructure investment. For more information, visit www.cement.org.

Position Summary

The Operations Manager is responsible for the daily operations and office administration for PCA’s Washington, DC office. Responsible for managing and coordinating office services and related activities, including developing and supervising programs for the maximum utilization of services, supplies and equipment. Responsible to manage operational activities related to budget, meeting planning, staff logistics, development and execution of DC office and corporate policy and procedure, as well as human resources management.

Position Responsibilities

- Manage front office operations ensuring relevant stations have the necessary services and supplies. Front office responsibility includes but is not limited to:
  - Manage the relationship with building management,
  - Supervise the maintenance and alteration of office areas and equipment, as well as layout, arrangement and housekeeping of office facilities.
  - Negotiate the purchase of office supplies and furniture, office equipment, etc., for the entire staff in accordance with company purchasing policies and budgetary restrictions.
  - Greet guests
- Develop and manage the Government Affairs budget in coordination with the Executive Vice President of Government Affairs, including developing recommendations for cost savings and process improvements to enhance efficiencies.
• Manage the processing of check and payment requests for the DC Office expenses and activities with authority to determine priority of payments, negotiation of terms, adjustments and discounts within prescribed guidelines; process expense reports, ensuring that requests are resolved and communicated in a timely manner to internal and external parties.

• Perform confidential human resource management responsibilities for the DC office, coordinating activities with PCA Director of HR including:
  o Conducts candidate screening interviews, determines candidates with credentials most suited to positions and recommends candidates to Director of HR and hiring managers.
  o Partner with the Skokie office in the on-boarding and off-boarding process for staff in the DC office.

• Work with the IT department to ensure all IT related questions or concerns are addressed in a timely manner.

• Organize and manage the contracts for subscriptions, membership dues, and contributions to allied and affiliated organizations.

• Make arrangements and handle logistics for internal and external meetings as needed.

• Coordinate and actively participate in the activities of board-level committees.

• Working with the Government Affairs team, organize and manage the logistics for House and Senate Cement Caucus events.

• Help manage the administrative functions related to PCA’s political action committee (PAC).

• Manage the oversight of PCA’s political compliance plan; to include the tracking of lobbying and political activity in accordance with requirements provided in the Honest Leadership and Open Government Act.

**Reporting Relationship:**

This position reports to the Executive Vice President of Government Affairs.

**Essential Skills and Experience:**

**Education:**

Undergraduate in public policy or equivalent combination of education and experience.
Experience:

Eight years or more of experience, with a focus on senior level administrative operations. Association experience is a plus.

Skills/Knowledge:

- Requires excellent verbal and written communication skills, excellent follow through and the demonstrated ability to exercise good judgment and discretion.
- Solid project management skills, including the development of work plans, responsibilities and timelines.
- Strong organizational skills with the ability to manage multiple responsibilities while maintaining high quality standards.
- Strategic thinker that can leverage resources effectively and adapt their style as the situation requires.
- Highly motivated and self-disciplined with the ability to work independently with minimal supervision.
- Strong communication and relationship management skills with the ability to develop credibility with key external stakeholders and internal colleagues within all levels of the organization.

Working Conditions:

The Operations Manager works in a typical office in Washington, DC.

Additional Information:

This position description describes the general nature of the position. The above information is not intended to be a complete list of all responsibilities and cover every aspect of the position. Additional responsibilities and elements of the description may be added, changed or deleted by management at any time either in writing or verbally.

Date: Jan 2017