



Job Title: Executive Director. Reports to the President and the Full Board.

Job Location: CBS Studio Lot – 4024 Radford Ave., Studio City, Ca.

Responsibilities and Duties: This is a full-time position with paid vacation. Be responsive to all City requirements for BID's. We are a Property Owner BID. You will manage the daily operations and administrate the Studio City Business District. You will be responsible in creating and overseeing our Management District Plan, which is already written. It will dictate the recurring services which must be performed by the contractors hired. You may also create new programs that benefit the BID through marketing.

Maintain good contact with all our members.

Updating all our members through both land mail and digital use of our website. You will need to coordinate street work, negotiate contracts, send out RFP's, oversee our Security team and plan two major Tree and Palm tree trimmings yearly.

Be creative and always be thinking of ways to improve our services.

You must be self-motivated and be able to work without direct supervision. You will be given an Executive assistant and office manager. You should be knowledgeable with California Employment Laws. You will be issuing Payroll.

You must know: Word, Microsoft, Mac, Quicken, Excel and be able to develop budgets and should have good writing skills.

Salary: Is negotiable and Commensurate with experience. You must have Management/Supervisor experience, be computer proficient and have a valid Driver's License.

If you meet the requirements and have an interest, please email your Resume for more information to: John@thescbd.com.

We are looking to fill this position not later than the end of August, 2018.

John Walker
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