

July 11, 2024

Job Description –
Director of Public Realm Operations
Stamford Downtown Special Services District (Stamford Downtown) –
Stamford, Connecticut

JOB DESCRIPTION and POSITION SUMMARY

Stamford Downtown is the Business Improvement District representing property owners within Stamford, Connecticut's central business corridor. Founded in 1992, Stamford Downtown has been the catalyst for the transformation of Stamford's urban core into a truly mixed-use neighborhood that is a regional destination for residential life, entertainment and culture as well as established and emerging industries such as financial services, digital media, and technology.

Stamford Downtown provides a diverse array of services including public realm maintenance and activation, public event production, marketing and small business outreach while advocating for responsible land use development and Complete Street design.

Under the direction of the President and the Public Realm and Infrastructure Sub-Committee of the Board of Commissioners, the Director of Public Realm Operations oversees the organization's full array of public realm planning, maintenance, and project management. The Director of Public Realm Operations participates on a team including the organization's Director of Operations + Administration, Director of Data Analysis and Visualization and Director of Small Business Development and Outreach. Additionally, the Director of Public Realm Operations is charged with oversight of a portfolio of vendors.

Stamford Downtown's public realm program now includes, but is not limited to, the following activities:

Public Realm Beautification including, 235 hanging baskets, twenty gardens located in five public parks and seventy planters,

Urban Forestry and Green Infrastructure including maintenance of two bioswales and long-term strategy to implement the City of Stamford's Street Tree Manual in Downtown,

Daily Environmental Maintenance including, but not limited to curbside cleaning, power washing, Gum Busting, graffiti removal, and public asset painting,

Winter + Holiday Lighting including 80 street trees, cascading lights within one public park and two, iconic Oak Trees,

Winter Weather Snow response including clearance of 38,000 linear feet of sidewalk area, 200+ curb cuts as well as bus shelters,

Initiatives emanating from the Stamford Downtown's Public Realm Enhancement Plan, and

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Public Safety and Social Services Outreach by coordinating Stamford Downtown's investment in Hospitality Ambassadors, Extra Duty Police Officers, DOMUS (youth outreach) and Pacific House (homelessness outreach).

ESSENTIAL FUNCTIONS:

1. In consultation with the President, develop and oversee a weekly work plan for the organization's public realm operations and projects.
2. Oversee procurement, contract management and deliverables for the following programs:
 - Daily Environmental Maintenance,
 - Hospitality Outreach Ambassadors,
 - Public Realm Beautification,
 - Urban Forestry and Infrastructure,
 - Winter + Holiday Lighting,
 - Snow Removal + Winter Weather Response,
 - Public Realm Enhancement Plan and
 - Public Safety and Social Service Outreach.
3. Inventory and map public assets including trash receptacles, establish repair or maintenance schedules for these assets,
4. Document, and work with responsible regulatory entities, to craft responses to public realm enforcement issues including food trucks, signage and noise pollution,
5. Serve as staff to the Public Realm + Infrastructure Sub-Committee of Stamford Downtown Board of Commissioners,
6. In collaboration with the Director of Data Analysis and Visualization, assist the President with the planning and implementation of Complete Street projects,
7. Serve as project manager for initiatives emanating from the Stamford Downtown's Public Realm Enhancement Plan,
8. Create annual budget recommendations for Public Realm Operations for submission to the President,
9. Represent Stamford Downtown in planning and implementation of downtown-based green infrastructure initiatives including, but not limited to, urban forestry and bioswale,

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10. Manage Stamford Downtown’s financial investment in Stamford Police Department Extra Duty Patrols and social service outreach programming including technical assistance to those individuals experiencing mental health distress, homelessness, or addiction,
11. Maintain regular communication with the Stamford Police Department, document enforcement actions, make recommendations to the President regarding public safety initiatives and oversee the resulting initiatives,
12. Represent Stamford Downtown in discussions with social service stakeholders,
13. Research funding sources, including grants and sponsorships, and secure funding sources on behalf of Operations-based initiatives,
14. Represent the organization at community meetings, as necessary, and during events produced by Stamford Downtown, and
15. All other duties as assigned.

QUALIFICATIONS

Stamford Downtown seeks a candidate with a passion for downtown management and academic background or professional credentials in urban planning, public administration, landscape architecture or property management. The preferred candidate will have a minimum of three years of work experience with a Business Improvement District, municipal economic development function or equivalent work experience.

COMPENSATION

Starting annual salary ranges between \$80,000 - \$90,000. Final compensation is negotiable and final salary is dependent on the candidate’s qualifications and experience.

EQUAL OPPORTUNITY STATEMENT

Stamford Downtown is an equal opportunity employer that complies with U.S. Equal Employment Opportunity Commission rules and regulations. Stamford Downtown is committed to diversity, equity and inclusion and doesn’t discriminate based on race, age, disability or other non-merit characteristics.