

PROFESSIONAL SERVICE CONTRACTOR POSTING

CONTRACT OFFICER

Job Type: Professional Service Contractor

Agency: French Quarter Management District

Location: New Orleans, Louisiana

Date: 22 February 2024

Closing: 10 March 2024 11:59 pm Central

Agency Overview

The French Quarter Management District (FQMD) is a state political subdivision created by the Louisiana Legislature as a means for the residential and business communities to work together to protect, preserve, and maintain the world-famous French Quarter as a safe, clean, vibrant, and friendly neighborhood.

The FQMD is governed by a 13-member Board of Commissioners, all of whom live or work in the French Quarter and collectively represent the perspectives, voices, and needs of the French Quarter's visitors, residents, businesses, and employees. The FQMD's statutory purpose is to:

- Improve public safety, foster quality experiences, and enhance quality of life within the District
- Improve commercial and residential vitality
- Strengthen the District as a vital component of Louisiana's tourism industry
- Aid in the preservation of the District's architecture, quaint charm, and tout ensemble
- Beautify the District's appearance

The FQMD's focused efforts have fostered a safer and more livable French Quarter. The FQMD's ongoing programs center around enforcement, livability, sanitation, security, and governance. The French Quarter Management District has received a one-time appropriation from the State of Louisiana Legislature for French Quarter Public Safety and Quality of Life Initiatives.

CANDIDATE PROFILE:

This contract position requires knowledge of community development, contract administration, project management, and the ability to establish and maintain effective relationships with management, law enforcement, community leaders, and volunteers. Exceptional oral and written communication skills are required. The preferred candidate should possess a knowledge of contract management, governmental reporting, construction, law enforcement, and is motivated to develop creative solutions and continuously coordinate in an environment of changing priorities, and able to exercise sound independent judgment. Work efficiently with minimal supervision and complete required tasks within set schedules and

French Quarter MANAGEMENT DISTRICT

deadlines. The ideal candidate must be able to dependably work an established part-time schedule (not to exceed 35 hours per week), including evenings and weekends, in accordance with operations and adhere to the attendance requirements of the FQMD and must be able to maneuver in an office, through the streets of the French Quarter, and at outside functions. Must be able to sit or stand for extended periods of time, bend, stoop, reach, kneel, crouch, twist, lift, push, pull, and grip items when necessary. May occasionally lift up to 30 pounds and/or push, pull or move items weighing up to 50 pounds.

JOB DUTIES AND RESPONSIBILITIES:

The Contract Officer will work directly under the direction of the Executive Director to exercise important program development, be held accountable for the success of one or more specific programs or projects and monitor progress toward organizational goals and periodically evaluate and make appropriate adjustments to those goals.

The Contract Officer shall launch the French Quarter Public Safety and Quality of Life Initiatives and complete the programs within the six-month timeframe of the appropriation. The Contract Officer shall work with the Executive Director to develop, implement, manage, and coordinate new programming as it relates to the statutory purpose of the agency.

Programs for the French Quarter Public Safety and Quality of Life Initiatives include contract management, procurement, and required reporting of:

- Expansion of an existing POST Certified police patrol program
- Installation of supplemental trash receptacles with city servicing
- Glass recycling for Gulf Coast restoration
- Pedestrian safety and signage program on
- Esplanade Cultural Landmarks Corridor Project Lighting Program

QUALIFICATIONS:

- Bachelor's Degree, or four years related experience
- At least 3 years of responsible management experience
- Commitment to the public safety and quality of life of French Quarter residents, visitors, and employees
- No Civil Service test score is required in order to be considered for this vacancy.
- A criminal background check may be required of all selected applicants.

Hourly Rate is commensurate with education and experience.

Interested applicants should send a resume and cover letter to info@fqmd.org with the subject line "Contract Officer." The deadline to apply is March 10, 2024.