



COMMUNITY BRIDGES
PUENTES DE LA COMUNIDAD

Posted: January 28, 2016
Open Until Filled

POSITION: Chief Administrative Officer

PROGRAM: Administration

POSITION DESCRIPTION:

Under the supervision of the CEO, the chief administrative officer provides project management, analysis, and record keeping in a variety of areas, including but not limited to: legal & regulatory matters, contracts, insurance/risk, licensing, leases, and community grant applications. The incumbent prepares periodic reports, and correspondence, performs a variety of administrative tasks, and provides independent, administrative and project management support in other areas as assigned.

DUTIES AND RESPONSIBILITIES:

- 1) ***Works with and supports*** the administrative team, program directors, senior analysts, grants analysts, and support staff to:
 - a. Gather, compile and organize data, statistics and other information for reports, proposals, and licensing requirements.
 - b. Train colleagues and support staff in the use of record-keeping systems and electronic forms and templates, and advise on application and reporting regulation compliance.
 - c. Respond to inquiries from local, state, and federal officials for information and clarification.
 - d. Compose and prepare a variety of written and statistical reports, agendas and correspondence, and to duplicate and distributes such materials.
 - e. Creates and manages agency agreements and contracts.
 - f. Provides research guidance and assistance to administrative, fiscal, and program staff.
- 2) ***Manages and helps to design*** the administration's electronic and physical files and contracts database, ensuring integrity and accessibility of information.
 - a. Develops procedures, methods, and systems to manage and maintain records and prepare documents related to:
 - b. Facility and Equipment Leases
 - c. Vehicle, Participant, Volunteer and Student insurance and claims
- 3) In close cooperation with the CEO, program directors, and fiscal staff, assists in the preparation and processing of contract, sub-contract, and renewal documents, and

- 4) periodically files reports with federal, state, and local funding and regulatory agencies.
- 5) Trains and supervises the contract and facilities coordinator assigned to the Contracts Department.
- 6) Performs additional duties related to liability, property, vehicle, and other insurance policies, specifically adding, renewing, changing coverage and maintaining accurate insurance information files.
- 7) Attends Management Team, Board of Directors and administrative staff meetings; may attend other meetings as assigned.
- 8) Provides direct oversight of special IT projects, facility renovation, and capital improvement projects as assigned.
- 9) Serves as support for the CEO
- 10) Manages the processing and maintains records for all agency vehicle title and DMV registration documentation, including registration renewals and exemption filings.
- 11) Edits materials for clarity, grammar, and conciseness.
- 12) Uses proper judgment and discretion when dealing with information gained during the course of work; maintains confidentiality when required.
- 13) Develops and maintains effective working relationships with other agency staff members and with representatives of funding sources, governmental and community organizations, and others in regular contact with the agency from racially, ethnically and culturally diverse backgrounds.
- 14) Communicates effectively and respectfully with people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles; demonstrates a knowledge of and sensitivity to their needs and forms of communication.
- 15) In accordance with the Community Bridges Customer Service Plan, provides excellent customer service to clients, colleagues, and the public.

Job descriptions are intended to be illustrative only; they are not designed to be restrictive or to define each and every assigned duty and responsibility. In an organization of this nature, each employee is expected to perform such duties as necessary to fulfill the stated goals of the agency.

MINIMUM QUALIFICATIONS:

Knowledge of:

- the principles and methods used to develop policy and procedures;
- insurance and legal terminology;
- supervision methods and techniques; and
- civil and contract law.

Ability to:

- analyze procedures and problems, collect and evaluate data, develop solutions, and make recommendations;
- organize and simplify workflow;
- provide technical administrative support in a variety of areas;
- maintain accurate records, compile data, and prepare reports according to an established format;
- assist and train users of various skill and experience levels, and to explain complex processes in easily understandable language; and
- work with or manage contracted services.

OTHER REQUIREMENTS:

- Graduate degree preferred.
- BA, BS required.
- Must have at least three years of paralegal, contracts, or administrative experience in performing similar work, preferably in a public or non-profit setting.
- Bilingual Spanish / English **preferred** but not required.
- Must pass criminal background check and maintain a clean record.
- Must possess a California driver's license, have access to a motor vehicle incidental to the performance of the work, and be insured.
- Must be able to work at a computer for full work days, some routine lifting and bending is required: must be able to lift up to 25 lbs.

RATE OF PAY AND HOURS:

- This is a regular, exempt, 40 hr/wk position.
- The starting salary range is \$57,000-\$80,000 per year, depending upon experience.
- Regular onsite attendance is required.

BENEFITS:

- For employee: paid medical, dental, vision, & life insurance. This benefit package valued at \$7065.12/year.
- First year: 12 vacation days and 13 holidays, with accrual based on 40 hr/wk.
- Sick leave: Eight hours/month, with accrual based on 40 hr/wk.
- May be eligible for up to 4 Wellness Floaters per year after satisfying all eligibility requirements.
- 401(k) Retirement Plan: Agency matches employee contribution up to 1% of annual salary upon completion of six month employment, effective during open enrollment period.
- Flexible Spending Account (FSA).
- Dependent Care Reimbursement Program.

TO APPLY:

- Please submit your Community Bridges application by email (hr@cbridges.org), fax (831-688-8302) or in person.
- Resumes can be submitted but will not be accepted in lieu of an employment application.
- The application may be downloaded at <http://communitybridges.org/employment/>
- If applicable, please submit any college transcripts, licenses, and/or certificates as an attachment to your application. This position is open until filled.
- If you have any questions, please contact Tyler Smith at (831)688-8840, Ext. 211.

COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants shall not be discriminated against because of race, religion or religious dress and grooming, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, breastfeeding, gender, gender identity/expression, color, familial or parental status, marital status, or medical condition.