



COMMUNITY BRIDGES
PUNTES DE LA COMUNIDAD

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Open Until Filled

\$1,000 HIRING BONUS

(After completion of 6-month probationary period)

POSITION: Director of Business Operations

PROGRAM: Administration

Community Bridges envisions a thriving community where every person has the opportunity to unleash their full potential. Our family of ten programs delivers essential services, provides equitable access to resources, and advocates for health and dignity across every stage of life.

POSITION DESCRIPTION:

Under the supervision of the CEO, the Director of Business Operations provides organizational level management, analysis, and record keeping in a variety of areas, including but not limited to: legal & regulatory matters, contracts, insurance/risk, licensing, leases, compliance and facilities. 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 cross functional team to:
 - a. Gather, compile and organize data, statistics and other information for reports, proposals, and licensing requirements.
 - b. Ensure accurate 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, legal briefings and responses, agendas and correspondence, and to duplicate and distribute such materials.
 - e. Create and manages agency agreements and contracts.
 - f. Provide legal and research assistance to administrative, fiscal, and program staff.
 - g. Manage and respond to all agency grievances and procedures.

- h. Ensure legal compliance with all aspects of the organizational business.
- 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 contracts, sub-contracts, and renewal documents, and periodically files reports with federal, state, and local funding and regulatory agencies.
- 4) Trains and supervises the contract and facilities coordinator assigned to the Contracts Department.
- 5) Performs additional duties related to liability, property, vehicle, and other insurance policies, specifically adding, renewing, changing coverage and maintaining accurate insurance information files.
- 6) Attends Management Team, Board of Directors and administrative staff meetings; may attend other meetings as assigned.
- 7) Provides direct oversight of facilities and capital improvement projects as assigned.
- 8) Serves as support for the CEO and the Board of Directors; as general legal counsel and advisor. Helps manage outside counsel and representation for the agency.
- 9) Manages the processing and maintains records for all agency vehicle title and DMV registration documentation, including registration renewals and exemption filings.
- 10) Edits materials for clarity, grammar, and conciseness.
- 11) Uses proper judgment and discretion when dealing with information gained during the course of work; maintains confidentiality when required.
- 12) 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.
- 13) 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.
- 14) 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:

- Give accurate and timely counsel to executives in a variety of legal topics (labor law, partnerships, international ventures, corporate finance etc.)
- Draft and solidify agreements, contracts and other legal documents to ensure the company's full legal rights
- Analyze procedures and problems, collect and evaluate data, develop solutions, and make recommendations;
- Organize and simplify workflow;
- 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

OTHER REQUIREMENTS:

- JD with active license to practice law in CA preferred.
- 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.
- Must be fully vaccinated against COVID-19, including a booster when eligible.

We screen all applicants, require background checks on final candidates consistent with funding regulation requirements and are a Drug-Free Work Place. Candidates are encouraged to apply even if they are not sure that they meet the minimum qualifications. Relevant experience, knowledge, and skills may be obtained through a wide variety of traditional and non-traditional means.

RATE OF PAY AND HOURS:

- This is a regular, exempt, 40 hr/wk position.
- The agency rate of pay range for this position is \$95,672.16- \$133,569.36 depending upon experience.
- Regular onsite attendance is required.

BENEFITS:

- For employee: shared cost medical, dental, vision, life insurance and Employee Assistance Program. This benefit package is valued at \$9,766.92/year
- First year: 16 vacation days and 11 holidays, with accrual based on 40 hr/wk.
- Sick leave: Eight hours/month, with accrual based on 40 hr/wk.
- May be eligible to earn up to 4 Wellness Floaters per year after satisfying all eligibility requirements.
- 401(k) Retirement Plan: Agency matches employee contribution up to 5% of annual salary, effective during open enrollment period.
- Flexible Spending Account (FSA).
- Dependent Care Reimbursement Program.
- Paid lunch.

TO APPLY:

- Please submit your Community Bridges application by email (recruitments@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: <https://communitybridges.org/careers>
- If applicable, please submit any college transcripts, licenses, and/or certificates as an attachment to your application.

COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants shall not be discriminated against because of age, ancestry, color, religious creed, denial of Family and Medical Care Leave, disability (mental and physical), marital, familial or parental status, medical condition, genetic information, military and Veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, political affiliation or sexual orientation.