



POSITION ANNOUNCEMENT

Facilities and Office Coordinator

Reports to: Finance and Operations Director

Department: Administration

Employment Status and Work Schedule

Exempt full-time position, 40 hours per workweek, Monday through Friday 8:00 am to 5:00 pm. Occasional evening or weekend hours may be required.

Position Summary

The **position** plays a critical role in providing excellent customer service to internal and external staff and partners, and provides overall operational office and facility maintenance coordination to multiple departments. Under general direction of the Administration Department, this position will be the first point of contact and responsible for maintaining smooth office and facility operations. Perform a number of complex administrative functions and customer service duties to ensure efficient day-to-day operation of First 5's Administrative Office and the First 5 Family Resource Centers across the County.

About First 5 Contra Costa

First 5 Contra Costa helps young children grow up healthy and ready to learn during the most important time in their development. We have nearly 20 years of experience funding innovative programs and advocating for policies that produce better futures for our children. Since our inception, First 5 Contra Costa has invested more than \$140 million in Prop. 10 revenues to programs and services that help Contra Costa's children get the best start in life.

Vision: Contra Costa's young children will be healthy, ready to learn, and supported in safe, nurturing families and communities.

Mission: To foster the optimal development of our children, prenatal through 5 years of age.

Core Values: Our everyday work is grounded in our commitment to diversity & inclusion, equity, cultural humility, and community partnerships.

Learn more at www.first5coco.org.

Standard Functions and Responsibilities

- Organize office operations and procedures to ensure efficiency, update as needed.
- Monitor and maintain office supplies, inventory tracking and special order requests.
- Manage vendors, service providers, and coordinate all office related services and repairs.
- Coordinate with IT department on all office equipment and maintain inventory tracking.
- Responsible for managing leased office equipment, maintenance services, repairs, and supplies.
- Submit requests through customer portals and coordinates scheduling of such requests.
- Place routine office supply orders, or as needed.



- Review and ensure accurate monthly invoices for leased equipment, supply orders, completed maintenance requests and service providers.
- Maintain office asset inventory tracking, and ensure proper equipment and furniture ID tags.
- Responsible for maintaining building access codes and assignments for keyless entry and alarm codes.
- Coordinate with HR Manager to support scheduling of Ergo Evaluations requests, ensuring office access and ordering of any required ergonomic equipment as recommended and approved by employee Supervisor and/or HR Manager.
- Responsible for Conference Center calendar management, scheduling, and processing of facility use agreements, including walk through inspections after use.
- Coordinates with a variety of County departments and outside agencies to provide services related to office and facilities requests.
- Responsible for anticipating and coordinating response to both emergency and routine maintenance requests and upkeep of First 5 Family Resource Centers facilities throughout Contra Costa County, such as grounds maintenance, interior and exterior maintenance and upkeep, plumbing, electrical, paint, floors etc. Call in/schedule repairs, service requests for both owned and leased properties.
- Responsible for anticipating and responding to both emergency and routine requests for office support services such as; phones, fax, copiers/printers, janitorial, recycle, and coordinating as appropriate with the building property management company when needed.
- Ensure compliance of lease agreements and services.
- Under the supervision of the Finance and Operations Director, monitor lease renewal terms and participate in lease renewal processes and activities for First 5 owned properties.
- Familiar with leased and owned property management requirements.
- Familiar with obtaining bids/quotes for services, furniture and equipment.
- Assist with large purchases for equipment and furniture.
- Ability to anticipate upcoming needs, potential problems, and approach them with a problem-solving mindset, with the ability to communicate them to supervisor.
- Comfortable with routinely shifting demands.
- Draft, edit, and/or prepare correspondence, and other communications as needed.
- Assist with updating processes, procedures and policies as changes occur and support training staff.
- Develop spreadsheets, various word documents, and update information as needed.
- Assist with research, compiling data and information pertaining to administrative duties related to this position and as assigned.
- Provide occasional administrative support to other staff when needed as backup.
- Assist with projects for other teams and members of the office as well as occasional special projects when needed.
- Work flexibly, supporting and participating in any other tasks as needed.
- Adhere to First 5 Contra Costa policies and procedures.
- Other duties as assigned.

Knowledge and Abilities:

- Excellent customer service and interpersonal skills.
- Excellent organization and time management skills, with the ability to prioritize a demanding workload while maintaining attention to detail and follow through.
- Strong verbal and written communication skills.
- Ability to communicate clearly and regularly with supervisor, staff, vendors, and public with courtesy and tact.



- Excellent computer skills in MS Office applications and the ability to conduct Internet research. Must have experience in all Microsoft Office Programs-- Outlook, Word, Excel, Power Point.
- Familiarity with Google applications - Google Docs, Sheets.
- Familiarity with MS Teams, Zoom and the basic functions.
- Ability to multi-task, prioritize, and work effectively in a fast-paced environment.
- Ability to work independently and as part of a team working with diverse populations and groups.
- Demonstrated ability to contribute toward a positive work environment.
- Self-directed and action-oriented, sees what needs to be done and acts.
- Resourceful and skilled at gathering information.
- Ability to maintain discretion and confidentiality.
- Some travel will be required throughout Contra Costa County.
- Other duties as assigned.

This job description describes the general nature and level of work performed. It is not an exhaustive list of all responsibilities, duties and expectations required of the position. Duties, responsibilities and activities may change.

Minimum Education and Experience Requirements

Any combination of training, education and work experience in a support or coordinator role performing a variety of complex administrative functions for Facilities, Office Management or Administration departments.

A typical way to obtain the required qualifications would be:

Possession of a Bachelor's Degree and 3 years of experience in coordinator or support role in Facilities, Office Management, and/or Administration departments.

-OR-

Possession of an Associate's Degree and 5-7 years of experience in a coordinator or support role for Facilities, Office Management, and/or Administration departments.

Qualifying experience may substitute education on a year for year basis, Qualifying experience is defined as; experience coordinating and performing complex administrative tasks and oversight directly related to the maintenance and operations of Facilities and/or Office Management.

Must possess a valid California driver's license and automobile insurance.

Preferred, not required

- Bi-lingual Spanish speaking a plus.

First 5 Contra Costa COVID-19 Vaccination policy

At First 5, the health and safety of our staff is priority. We have adopted the county's COVID-19 vaccination policy for all employees. To be compliant with this policy, all new staff members shall be required to provide proof of their vaccination status or exemption required documentation at the start of their employment.



Salary and Benefits

Starting salary range is \$73,419.76 - \$90,843.96 commensurate with experience. First 5 Contra Costa offers a comprehensive benefits package.

How to Apply

Please submit your **resume** and include a brief **letter of introduction** that summarizes why you are ideally suited to this position. *Incomplete submissions will not be considered.*

Electronic submissions should include **Facilities and Office Coordinator** in the subject line and be sent to HR@first5coco.org.

First 5 Contra Costa is an Equal Opportunity Employer. First 5 Contra Costa is committed to providing a diverse and inclusive work environment for employees and welcomes applicants of all backgrounds. First 5 Contra Costa does not discriminate on the basis of race, religion (including religious dress or grooming), creed, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions) or gender, national origin, ethnicity, ancestry, citizenship, age, physical or mental disabilities, color, marital status, registered domestic partner status, sexual orientation, gender identity or gender expression, genetic information, medical condition, or any other basis protected by applicable law.