



JOB DESCRIPTION

TITLE:	Operations Coordinator
CLASSIFICATION:	Part-Time/ Exempt/20-25 hrs/wk/Confidential Employee
IMMEDIATE SUPERVISOR:	Chief Compliance Officer (CCO)
PROGRAM/DEPARTMENT:	Operations - Agencywide

SUMMARY OF POSITION RESPONSIBILITIES:

Under the direction of the COO, the Operations Manager will coordinate work efforts to ensure that Agency staff has the resources they need, including a safe and hygienic work environment, to deliver services to the Organization's clients.

GENERAL DUTIES:

1. In coordination with the immediate supervisor, maintains accountability for facilities management of the Administrative offices and various program sites, purchasing and operational risk management.
2. Assist in monitoring, evaluating and ensuring compliance with Agency policies and procedures related to health & safety (as it relates to facilities), document retention and destruction, facilities management and other operational areas.
3. Facilities Management: coordinates work efforts of Agency staff to ensure the proper operation of all agency buildings, including distribution and maintenance of keys to staff; preventive and emergency maintenance and energy management systems.
4. Coordinates maintenance personnel and workers engaged in equipment installation, facilities/ equipment repair, and preventive maintenance; ensure that maintenance is performed and deficiencies are identified and corrected within a timely manner.
5. Ensures compliance with all Federal, State, and local standards, regulations and laws related to ensuring a safe and secure working environment for all employees and clients at all times.
6. Chairs the Health & Safety Committee and serves on other committees and/or task forces as assigned.
7. In coordination with the Health and Safety Committee, ensures life/safety systems are operable at all times. This includes but not limited to, sprinkler systems, smoke and fire detection systems, fire extinguishers, signage, and evacuation plans as well as fire prevention. Maintains daily, weekly, monthly and/or quarterly maintenance/inspection records and documentation. Responsible for implementation of all agency Emergency Response drills, fire and Joint Commission drills. Acts as point person with the City & County Emergency Response Team.
8. Purchasing: coordinates Agency-wide purchasing activities to maintain optimum inventory levels. Supervises the selection and ordering of materials, supplies, and services from vendors/suppliers. Recommends vendors for notification to bid for contracts and coordinates Requests for Bids/Proposals where required. Assists in reviewing bids to ensure adherence to purchasing procedures and policies. Communicates with supplier changes in specifications, change orders, quantities, and adjustments.
9. Ensure appropriate staff development and training is provided, including his/her own. Trainings on service related topics, safety, legal compliance, staff management and job specific technical skills should be regularly provided.
10. Follow established company policies and those outlined in the employee handbook.
11. Special projects and other responsibilities as may be determined.

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

Knowledge, Abilities and Skills:

1. AA/AS degree preferred. Experience may be substituted in lieu of degree.
2. Four (4) years Operational Support experience including Facilities Management, Vendor Relations, and Purchasing.
3. Detailed knowledge of Federal, State, and local standards, regulations and laws to ensure compliance and safety throughout the Agency.
4. Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
5. Demonstrated ability to follow-through on work assignments, organizational, staff, and project management abilities as well as a demonstrated commitment to the Agency mission.
6. Experience working in a multi-cultural environment where commitment to diversity based on race, ethnic origin, gender, age, sexual orientation and physical ability is an important institutional value.
7. Must agree to and pass all post contingency offer background and reference checks.

Licenses/Certification:

- Possess a current valid CA driver’s license; must be insurable by agency insurance carrier.

Other Requirements:

As a Westside team member you represent Westside Community Services. Other desired characteristics include being sensitive to the needs and committed to the cultural relevancy of services. A commitment to empowering others to solve their own problems; The ability to work collaboratively with other personnel and/or service providers or professionals; The capacity to maintain a helping role and to intervene appropriately to meet service goals; and The ability to set appropriate limits.

PHYSICAL AND VISUAL ACTIVITIES:

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. May be required to lift or move 25+ pounds.

Physical and visual activities that is commonly associated with the performance of the essential functions of this job. “Commonly associated” is not intended to mean always or only. There may be different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

SCHEDULE: TBD

Westside Community Services provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, height, weight, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Westside Community Services complies with applicable state and local laws governing non-discrimination in employment. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

I have read and received a copy of the above job description.

Name

Date