

Job Title: Manager, Office & Operations

Reports to: Director of Operations

Department: Administration (ADMIN)

FLSA Classification: Non-Exempt

EEO Category: 1.2

Pay Rate: Salaried

Org Band: Associate

SEIU Eligible: No

Job Summary: The Office & Operations Manager is responsible for the overall functioning of the agency's principal location of business inclusive of fleet management and emergency and disaster preparedness.

Primary Responsibilities

Office Management:

- Supervise the inventory process including the ordering, controlling and distribution of office supplies and equipment to program and office staff for all locations
- Ordering, maintaining, and stocking kitchen and COVID supplies at central location
- Responsible for mail collection & distribution at central location
- Maintain pick-up and drop-off boxes at central location
- Responsible for shared space and kitchen tidiness at central location
- Responsible for issuing employee badges, key cards, and office keys working with HR as appropriate
- Serve as main point of contact for building management and janitorial service
- Responsible for placing and tracking work orders for central location
- Ensure that copiers, printers, and fax machines are maintained both at the office and in the field for all program sites
- Serves as part of the Client Intake Backup Pool, ensuring that clients and visitors are introduced to the agency warmly and that a high level of customer service is always maintained
- Other duties as assigned

Fleet Management:

- Oversee insurance to ensure driver DMV updates and that Certificates of Insurance are provided and properly filed
- Responsible for pulling DMV records of drivers
- Responsible for tracking vehicle usage, sign-outs, and gas cards

- Responsible for tracking and completion of vehicle maintenance i.e.: yearly registration, oil changes, re-call services, jumps, new tires, etc.
- Responsible for tracking and supervising vehicle lease exchanges
- Responsible for installing and tracking Geotabs in vehicles
- Other duties as assigned

Emergency & Disaster Preparedness:

- Participates as a member of the agency Safety Committee
- Support HR with safety drills
- Responsible for tracking and updating policies/procedures and training resources
- Main point of contact for alarm system and in charge of training of all staff on use of alarm system
- Responsible for monthly audit and stocking of emergency supply kits at central location and in fleet
- Responsible for monthly update of emergency phone tree, working with HR
- Other duties as assigned

Qualifications

- Bilingual (English/Spanish) desirable
- At least one (1) year of office management experience.
- Excellent written and oral communication skills.
- Must be organized and detail oriented.
- Moderate to high level computer skills - including Outlook, Excel, Word, and database systems.
- An innovative mindset that values teamwork and collaboration
- Deep understanding – and ability to articulate – the role equity, inclusion, and diversity plays in our work.
- A strong commitment to social justice, equity, and CAM’s mission to provide high quality programs to serve low-income individuals and families.
- Must have valid California Driver’s License

Physical Requirements

- Bend: flexion of the upper trunk forward while standing and knees extended, or knees flexed when sitting
- Lift: exertion of physical strength to move objects 10-25lbs from one level to another
- Carry: hold or rest weighted objects 10-25lbs directly on hands, arms, shoulders or back while moving from one location to another
- Climb: ascend/descend with gradual or continuous progress, using both hands and feet
- Push: exertion of force on or against an object (weight/size) to move it from one location to another.
- Feel: perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin

Submit your resume to Shuddha Butler, Director of Operations: sbutler@camarin.org

Acknowledgements

Community Action Marin is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: We are committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at our agency are based on business needs, job requirements, merit, alignment with agency core competencies, and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. Community Action Marin will not tolerate discrimination or harassment based on any of these characteristics.

At Community Action Marin, the health and safety of our people and the community we serve is our number one priority. Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodation will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law.

By signing below, I acknowledge that I have received a copy of this job description. I further acknowledge that I can perform the essential duties and responsibilities of the position with or without reasonable accommodations.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

SIGNATURE: _____

DATE: _____