

**FIRST 5 MARIN
CHILDREN AND FAMILIES COMMISSION
JOB DESCRIPTION**

Position Title: Administrative Manager

Reports to: Executive Director

Employment Classification: Full-Time Exempt

Primary Objective:

Under the direction of the Executive Director, to provide all administrative, secretarial, and facilities support to staff and the Commission.

Major Duties and Responsibilities:

Provide secretarial support to staff of the Commission, including assistance in preparing presentations and printed materials.

Provide reception services, including resource referral when appropriate , to callers and visitors to First 5 Marin.

Maintain up-to-date web site, post minutes, announcements and other reports as required

Provide desktop support and coordinate with IT consultant for high level support needs, including network issues.

Distribute information/announcements/newsletters and other relevant information using Constant Contact.

Maintain office supplies and equipment; oversee equipment maintenance contracts; develop and monitor supplies, equipment and special event budgets.

Some bookkeeping responsibilities as determined by the Executive Director and Finance Manager

Maintain calendar for legally required reports and meetings.

Take minutes for all Commission meetings and for Committee meetings as assigned. Prepare minutes for review by Executive Director and distribution to Commission and the public.

Maintain up-to-date administrative policy and procedures manual

Maintain up-to-date New Commissioner binders

Prepare reports to the Commission as directed and/or drafted by the Executive Director.

Manage the scheduling of meetings, whether internal or those of groups using our facilities.

Manage all special events including site identification, contracts, scheduling, preparation, invitations and registration.

Maintain office displays and library materials, up-dating as necessary.

Maintain current mailing lists and contact information for Commissioners, funded projects, general mailings, and others as they are developed.

Manage facilities (office space and building concerns) including issues pertaining to office lease.

Attend all staff meetings.

Other duties as assigned.

Necessary Qualifications:

A bachelor's degree and three years experience in progressively responsible administrative position. Substantial experience in an administrative position may be substituted for the bachelor's degree. Knowledge of general accounting principles and Accounts Payable. Must have demonstrated ability to use Microsoft Office programs and internet resources.

Preferred Qualifications:

- Fluency in Spanish
- Some bookkeeping experience
- Familiarity with Marin County public and non-profit services to children and families

Ability To:

- Communicate effectively; meet and deal tactfully with the public and others; develop and maintain effective working relationships, and work with people of diverse backgrounds
- Exhibit initiative, integrity and sound judgment; coordinate multiple activities; work with minimum supervision; maintain confidentiality; organize work, set priorities, meet critical deadlines and follow up on assignments; understand and follow oral and written instructions.

Health Requirements:

Completion of physical and substance abuse screening may be required by the Commission.

Excellent Salary and Benefits DOQ. The position is available August 10 and will be opened until filled

Send resume and cover letter to:

Amy L. Reisch, MSW

Executive Director

First 5 Marin Children and Families Commission

1101 5th Avenue, Suite 215

San Rafael, CA 94901

Or alreisch@marincfc.org