



POSITION TITLE: Vice President of Administration

PRIMARY SUPERVISOR: CEO/COO

DEPARTMENT OVERSIGHT: Information Technology including Electronic Health Records, Facilities Management and Operations, Risk Management and Compliance, and Quality Assurance functions within the agency

STATUS: Exempt

SALARY RANGE: Beginning salary will be commensurate with education and experience and based on appropriate industry standards.

POSITION DESCRIPTION: This role is responsible for the delivery of a group of non-program functions of the agency: training and development programs, facilities, risk management and compliance, and information technology, including EHR systems. May assume responsibility for major projects. Participates as a member of the organization's Steering Committee in development and implementation of agency wide objectives, policies, and programs that will contribute to overall agency success.

PRIMARY REQUIREMENTS & QUALIFICATIONS:

- Bachelor's degree or ten (10) years of related experience or equivalent combination of education and experience in several of the administrative areas and at the highest level of an organization.
- Ability to read, analyze and interpret complex documents.
- Ability to respond effectively to sensitive inquiries or complaints.
- Operations and IT experience and executive-level oversight.
- Facilities Management and Operations experience and executive-level oversight.
- Compliance and Risk Management experience and executive-level oversight.
- Extensive experience as a Vice President of Administration or comparable executive-level professional experience
- Knowledge of the principles and practices of health and safety management.
- Knowledge of business principles.
- Knowledge of relevant legislation and regulations.
- Knowledge of relevant software.

GENERAL OVERVIEW OF DUTIES & RESPONSIBILITIES:

All of the responsibilities listed below are considered essential functions of this position. Additionally, this position is expected to ensure that the core operating values and the strategic direction of the agency are adhered to at all times.

- Be proactive to assist CEO/COO and other executives to resolve situations before they lead to ethical or legal problems.
- Provide technical/professional advice and knowledge to others within the agency as needed.
- Develop, manage, and oversee all of the activities related to the organization's employee training, professional development, and team building activities.
- Continual improvement of the budgeting process for responsible functional areas.
- Highly experienced in facilities management to assure that the organization's buildings and offices are safe, well-maintained, and that the needed resources (including inventory) are available at all times
- Recommends action plans to reduce accident and control losses while mitigating risk
- Provide executive-level oversight of information and technology needs including, but not



limited to: hardware and software application, software development, database administration, financial systems, PC or desktop support, website development and maintenance, intra- and inter-networks, and telecommunication.

- Oversees the maintenance of facilities/building management and equipment.
- Identify emerging information technologies to be analyzed and integrated within the organization
- Oversees CARF Accreditation
- Lends appropriate guidance and support to Risk Management and Compliance to ensure compliance with state, federal and laws and regulations including CARF Accreditation.
- Ensures Risk Management and Compliance maintains a compliance library, current contracts and agreements and any necessary reference materials. Highly knowledgeable about changes in regulations and/or contracts.
- Reviews policies and procedures and recommends action plans.
- Oversees research, data collection, evaluation procedures and statistical report analysis and disseminates findings.
- Ensures integration of research outcomes and knowledge management systems in planning and decision-making.
- Ensures employee workstations are ergonomically compliant.
- Maintains the ability to interface with all levels of personnel in a professional manner and work with people of all social and ethnic backgrounds within the constraints of government funded programs
- Excellent internal/external customer service skills and commitment to providing the highest level of satisfaction
- Ability to handle multiple assignments with fluctuating priorities.
- Ability to maintain confidentiality of sensitive information.
- Must work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Conducts all functions in accordance with The Village Family Services guidelines, policies, procedures and ethical standard

The Village Family Services (The Village/TVFS) is an internationally accredited, leading bilingual family wellness organization that provides culturally sensitive, trauma-informed mental health, homeless and foster care services to thousands of Los Angeles County's most vulnerable and underserved children, youth, and their families. We specialize in helping LGBTQ and transition age youth who are in crisis and are recognized for our community response for ending youth homelessness.

To apply, please email resume along with cover letter to hr@thevillagefs.org with subject line VP, Administration.