



**POSITION TITLE:** Facilities and Operation Specialist

**PRIMARY SUPERVISOR:** VP of Finance

**DEPARTMENT:** Finance

**SUPERVISES:** None

**STATUS:** Non-Exempt

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

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**POSITION DESCRIPTION:** The Facilities /Operation Specialist will be primarily responsible for providing services, to all agency locations and departments. This position will work with cross functional teams within the agency and manage the construction and maintenance of facilities, equipment and grounds. This position will handle initial supplier negotiations to most transactional duties including, purchase orders entry, delivery tracking and other project orders, in fast paced, high pressure environment. Additional duties include, managing inventory, resolving issues concerning price disputes, and making bids for vendor's services.

#### **REQUIREMENTS & QUALIFICATIONS:**

1. Bachelor's degree Preferred.
2. Minimum 3 years' prior facilities experience.
3. Bilingual (Spanish/English) preferred, but not required.
4. Valid California driver's license, clean driving record and reliable transportation required.
5. Proficiency in Word, Excel, PowerPoint; Access a plus
6. Sensitivity to working with culturally diverse populations.
7. Ability to lift up to 50lbs.
8. Good understanding of purchasing practices and principles and must have demonstrated negotiating skills.
9. Team player with problem solving abilities and a drive for results.
- 10 Experience at compiling and following strict budgets.
- 11 Able to multitask, prioritize and manage time efficiently.

#### **DUTIES AND RESPONSIBILITIES:**

- Plans, organizes, directs and controls the activities of vendors involved in the design, construction coordination, modification, maintenance and administration of agency facilities and equipment.
- Respond to Internal Agency Facility & Procurement needs via SysAid requests in timely fashion. Close SysAid tickets upon job completion.
- Coordinates with vendor/building management Company to provide minor maintenance and repairs.
- Coordinates valet parking with parking attendant when is needed.
- Respond to employee reports of facilities issues: escalate to vendors as needed and communicate with employees regarding repairs that impact them.

- Coordinate repairs & upgrades to minimize interference with service provision.
- Oversee of site storage.
- Travel between locations as needed to ensure sound operations and facilities.
- Work with internal departments to ensure employee work stations have equipment as needed.
- Ensure Company Vehicles are safely operational, maintenance upkeep, and clean. Maintain usage log ensure employees check out vehicle as reserved.
- Serve as primary point of contact for ADT in case of alarm emergencies at all agency locations.
- Oversee and track parking assignments.
- Sourcing/Selecting qualified suppliers.
- Negotiation including negotiating the best possible price, payment terms, and delivery schedules.
- Enter requisition and Purchase order in the system (Tracking system)
- Measuring and Managing supplier performance (price, delivery, and quality)
- Check orders received against the order to verify accuracy.
- Conduct periodic physical inventories, of fix assets.
- Review store room management best-practices in order to ensure there is not undue overstocking or loss.
- Tag fix assets, prepare report and send it to the corresponding entities.
- Maintain and update inventory Tracking system.
- Reconcile inventory discrepancies.
- Establish and maintain a good professional rapport with all staff departments.
- Adheres to the appropriate and necessary fiduciary, ethical, and professional tone of the function, both intra and interdepartmental.
- Performs other duties and manages special projects as assigned.

## **PERSONAL CHARACTERISTICS:**

This position requires a person of intelligence and integrity who is motivated and team oriented; enjoys work and processes involving many people and issues; has demonstrated a commitment to TVFS's goals and mission; can work under deadlines and maintain a cooperative spirit in a demanding work environment; and has a sense of humor.

## **Confidentiality and Privacy**

Adheres to all legal parameters for ensuring and maintaining clients' confidentiality including HIPAA, State and Federal laws.

## Knowledge, Skills and Abilities

Analytical Ability	Teamwork	Problem solving	Quality Management
Technical Skills	Interpersonal Skills	Excellent oral & written communication	Delegation
Business Acumen	Professional Demeanor	Strong Ethics & Judgment	Motivational skills
Must be adaptable	Excellent Attendance & Punctuality	Dependable	Takes initiative
MS Office	GAAP	Detail Oriented	

*The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas.*

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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](mailto:hr@thevillagefs.org) with subject line Facilities & Operations Specialist.***