



**POSITION TITLE:** VP, Administration

**PRIMARY SUPERVISOR:** COO/ CEO

**DEPARTMENT:** Human Resources, IT, Operations

**SUPERVISES:** HR Supervisor / Training & Development Mgr./ Dir. of Compliance & Risk Mgmt./ Assistant Dir. of Operations.

**STATUS:** 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 vice president of administration position is responsible for directing all of the administrative functions of the agency in accordance with industry standards, where applicable, regulatory agencies, as appropriate and agency objectives and policies.

**REQUIREMENTS & QUALIFICATIONS:**

1. 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 a corporation.
2. Ability to read, analyze and interpret the most complex documents.
3. Ability to respond effectively to the most sensitive inquiries or complaints
4. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to the board and outsiders.

**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.**

1. Plan, develop, organize, implement, direct and evaluate the organization's administration function and performance.
2. Participate in the development of the agency's plans and programs as a tactical partner in evaluating and advising on the impact of long-range planning and regulatory action on the areas of responsibility.
3. Develop credibility for the administration group by providing timely and accurate analyses of budgets, project proposals and business trends in the multiple administrative areas in order to assist the CEO/COO and the board and other senior executives in performing their responsibilities.
4. Enhance and/or develop, implement and enforce policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the agency. Of particular note would be the use of external, proprietary software for facility, logistics, contracts, real estate and human resource management.
5. Establish credibility throughout the organization and with the board as an effective developer of solutions to administrative business challenges. This would include the assessment of "out-sourcing" of the various activities and functions if such external support would be the most effective method of providing the proper level of services at the appropriate cost.

6. Provide technical/professional advice and knowledge to others within the various administrative areas and discipline.
7. Continual improvement of the budgeting process for the administrative operation through education of department managers on budgetary issues impacting their budgets and ongoing departmental performance to the budget.
8. Evaluate the present and future needs for real estate, owned or leased, on a worldwide basis.
9. In the area of real estate and facility management, determine adequacy of location from the perspectives of marketing and sales, logistics and human resources for both present as well as future needs of the organization.
10. In facility management, determine the needs for, assess the viability of internal or external sourcing of, and manage the ongoing provision of activities and services for telecommunications and data systems, building maintenance and construction management, mailroom management, printing and distribution of materials and operations for the provision of services in the areas of cafeteria, security, travel reservations, transportation and fleet management and records management.
11. Manage the company's ongoing relationships with national (and international as appropriate), state and local governmental officials and organizations by monitoring legislation for appropriate comment and action of the respective departments of the company, coordinating the agency's communication with governmental officials on various matters (excluding taxation and legal matters) and presenting the company's viewpoint on legislative matters.
12. Act as the company spokesperson for media communication excluding financial, investor relations and legal matters and represent the company in community related activities.
13. Manage stockholder services activities to include stockholder communications and record keeping but excluding the legal and financial aspects of the corporate secretarial and investor relations functions respectively.
14. Advise, negotiate, manage and administer all contracts into which the corporation may enter. Counsel with the CFO/COO on financial matters associated with the financial viability of entering into such contracts.
15. Oversee the entire human resources function and activities but manage all of the specific activities pertaining to the officers of the corporation.
16. Evaluate the administrative division structure and team plan for continual improvement of the efficiency and effectiveness of the group as well as providing individuals with professional and personal growth with emphasis on opportunities (where possible) of individuals.

### **Supervisory Responsibility:**

This position manages all employees of the department and is responsible for the performance management and hiring of the employees within that department.

### **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
Time Management	Leadership	Flexibility	Enthusiasm
Appreciation of Diversity	Organizational skills	Detail oriented	Professional Appearance and demeanor

*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 VP, Administration.