



Girls Inc. of Alameda County Facilities Manager

Organizational Overview

Girls Inc. of Alameda County's mission is to inspire all girls to be strong, smart, and bold. Since 1958, we have responded to the unique needs of girls aged 5-18. We empower girls in underserved communities, equipping them to navigate gender, economic, and racial barriers and grow into healthy, educated, and independent adults. All programs are developmentally appropriate, supporting girls' changing needs as they grow. From literacy activities in elementary school, to exciting hands-on science projects in middle school, to building leadership skills and college readiness in high school, Girls Inc. girls receive the support and the opportunities they need to thrive. Poised for growth, the Girls Inc. of Alameda County's operating budget is \$6.9M with 110 staff in our downtown Oakland Simpson Center for Girls and in more than 20 schools and satellite centers across Alameda County.

Position Overview

The Facilities Manager will oversee 3 buildings and is accountable for services such as cleaning, security, IT and parking. This position will be responsible for making sure that the surrounding environment is a suitable condition for staff and the community we serve. The ideal candidate will be detail-oriented, professional, and service oriented to oversee and perform all facilities and IT coordination to support the staff and our mission.

Major Duties and Responsibilities

Facilities

- Manage facilities and office space use: facility plan, space optimization and support services (off-site storage, purchasing).
- Manage facilities work order tickets, including employee access to operating systems
- Serve as liaison with building and security companies, office service providers and governmental agencies; manage building compliance issues
- Experience negotiating and reviewing vendor contracts
- Responsible for short and long-term maintenance planning, managing maintenance and repair teams for 3 locations.
- Manage agency purchasing process
- Manage building and safety committees; conduct safety and emergency drills; ensure compliance with OSHA
- Manage tenant relationship with sub-tenants
- Coordinate the Meeting Room Setups

Information Technology

- Manage outsourced IT resources by prioritizing and coordinating all IT services provided by outside consulting team.
- Develop and implement IT plan; perform maintenance and backup of computer network; research and purchase new computers. Maintain all user and security set-ups and terminations; update security protocols and software and ensure compliance by staff.
- Coordinate the rollout of agency client databases in conjunction with program staff.
- Coordinate and oversee purchasing function within the agency: assign PO numbers, maintain log of credit card usage; order items as needed through our purchase order system.

Administrative Support

- In conjunction with Human Resources, ensure appropriate levels of insurance; process claims
- Relieve the Front Desk for Meal Breaks and Rest Periods as needed

Qualifications

- Minimum (5) years managing facilities in a multi-site environment
- (1) year experience supervising
- Strong computer, software (MS Office) and database skills; computer networking fundamentals, basic computer maintenance/repair techniques
- Project Management Certification is ideal or demonstrated project management skills with excellent follow through
- Excellent time management skills
- Ability to carrying out routine to complex duties efficiently
- Ability to establish trust, establish credibility and partnerships with vendors and at all levels of the agency.
- Ability to bend, lift, move up to 50 lbs.
- Passion for the mission of Girls Inc. of Alameda County
- Ability to relate effectively with people from diverse backgrounds.
- Ability to work in an environment that requires efficiency, effective prioritization, attention to details, and problem solving skills.
- Background clearance from the Department of Justice.
- Other duties as assigned

BENEFITS: Employer pays standard medical plan and provides vacation, sick, and holiday pay.

OTHER BENEFITS AVAILABLE: Dental, Voluntary Life, Vision, and Long-term disability available at the employee's expense and the ability to participate in the 403(B) and Flexible Savings Account.

TO APPLY:

Email Resume and Cover Letter to Human Resources: hrrassistant@girlsinc-alameda.org

Girls Inc. of Alameda County is an Affirmative Action/Equal Opportunity Employer