



## TAPESTRY FAMILY SERVICES

**POSITION:** **FACILITIES/ADMIN SUPERVISOR – Willits, CA**

**GENERAL DESCRIPTION:** The Facilities/Admin Supervisor is employed to provide oversight of all Tapestry office locations; to include, but not limited to compliance, safety and maintenance. This position provides direct oversight to all logistics staff and north county admin staff.

**JOB DUTIES:**

- Directly responsible for the adherence of all regulations and requirements pertaining to facilities and vehicles.
- Manage and facilitate, in coordination with Mendocino County Mental Health and Operations Director, mental health site certifications.
- Assure facilities compliance with Council on Accreditation (COA), local or County regulations, laws and guidelines.
- Directly responsible for identifying and overseeing repairs and improvements to vehicles and facilities.
- Oversee and coordinate transportation schedules.
- Responsible for all facility and vehicle maintenance requests.
- Responsible for safety compliance and/or inspections of all facilities
- Responsible for all communication devices and set up of staff equipment
- Manage cell phone set up and repairs with AT&T, US Cellular and Respectech as needed
- Oversee and coordinate, with the Leadership Team, office relocations and/or improvements.
- Work with fiscal to make any necessary changes to services; Comcast, Deep Valley Security, etc.
- Tracking expenses and identifying cost saving techniques for repairs
- Identifying areas that can make the facilities more efficient, cost effective and safer for clients and staff
- Participate in Performance Quality Improvement (PQI) meetings, working with Operations Director in collecting data and auditing to support PQI specific to facilities, technology and vehicles.
- Other duties as assigned

**SUPERVISORY DUTIES:**

- Address personnel issues in a timely manner with consultation from Human Resources
- Meet regularly with and maintain working file for each employee you supervise
- Complete initial supervisor training
- Conduct Job Performance Reviews for supervisees in accordance with Agency guidelines.
- Provide direct supervision to designated logistics and administrative staff at the Ukiah, Willits and Fort Bragg locations.

**ESSENTIAL FUNCTIONS:**

- Available to travel to all Tapestry locations; Ukiah, Willits and Fort Bragg. Agency vehicles are provided.
- Able to collaborate and work directly with fiscal and other administrative staff to ensure safety and compliance for all facilities and vehicles.
- Excellent communication skills
- Excellent ability to track information
- Detail oriented
- Reliable and responsive
- Resourceful

**MINIMUM QUALIFICATIONS:**

- At least one year experience working in non-profit and/or mental health related field.
- At least one year of supervisory experience.
- Knowledge of business facilities compliance and regulations.
- Sensitivity to the local service population with regards to culture, religion, race, gender, socioeconomic standing, etc.
- Good public relation skills; the ability to be clear and concise, friendly, patient and accommodating in dealing with the public.

**BENEFITS:**

- 11 Paid holidays
- Birthday holiday
- 401k retirement
- Health, vision and dental insurance offered
- 12 Paid vacation days per year
- 12 Paid sick days per year

**CONDITIONS OF EMPLOYMENT:**

Clear background check with DOJ, CACI, FBI, Driver's License, Current Auto Insurance, Clean DMV Printout, required trainings post start date.

**Medical conditions of employment:** Obtain TB Test and Physical at time of offer.

**TO APPLY:**

Email Resume to [humanresources@tapestryfs.org](mailto:humanresources@tapestryfs.org)

Facilities/Admin Supervisor Range: \$68,640 - \$83,428.80 Annually Exempt DOE