

CENTRAL CALIFORNIA LEGAL SERVICES

JOB ANNOUNCEMENT

DIRECTOR OF ADMINISTRATION

Position: Director of Administration
Application Deadline: Until filled
Location: Fresno Office
Term of Employment: No Specified Ending Date
Other: Full-time Management position, FLSA Exempt

To Apply: Please send or e-mail cover letter, resume, and three references along with a writing sample (no more than 10 pages) to:

Manuel Romero, Director Administration, mrromero@centralcallegal.org

DESCRIPTION

Central California Legal Services (CCLS) is accepting applications for a full-time Director of Administration. As a mission-driven, nonprofit public interest law firm, CCLS provides high-quality legal services to the indigent families of California's Central Valley. Reporting to the Executive Director, our new Director of Administration (DA) will have primary responsibility for managing the operations of the program, including oversight of the program's fiscal, human resources and IT functions and staff. The DA will ensure compliance with the requirements of CCLS's funding sources, the organization's collective bargaining agreement (CBA), pertinent federal and state statutes and regulations, and the policies and procedures of CCLS and its Board of Directors.

Because this individual balances a variety of responsibilities, the position requires a high degree of flexibility, a professional attitude, significant initiative, and attention to detail. An understanding of accounting principles, human resources and technology is essential. The DA should bring experience in a nonprofit environment, a humanistic approach to management, and a commitment to service. The individual should be able to work well both independently and as part of a team.

ABOUT CCLS

For over 50 years, CCLS has been representing and advocating for low income individuals in Merced, Tuolumne, Mariposa, Fresno, Tulare, and Kings Counties—a region where intense poverty exists side by side with unparalleled wealth and abundance. Our mission is to provide high quality no-cost civil legal services to low income individuals, families, and communities—improving the wellbeing of our Valley through systems-changing advocacy as well as through legal work that meets individual clients' immediate needs. We also work closely with agencies and community organizations that share our commitment to support our clients in being their own agents of change.

Moving into this new era of tightening resources and increasing income inequality, we at CCLS are intensifying our broader-scale advocacy in courtrooms and policy arenas where indigent clients need champions. Together with our clients and partners, you'll have an opportunity to help CCLS challenge the systems that breed poverty in the Central Valley, reshaping our Valley's narratives to support health and prosperity for all who live and work in this most fertile and beautiful region.

RESPONSIBILITIES:

Internal Administration

- Lead the Administrative Management Team made up of Fiscal Director, IT Manager and Human Resources Manager.
- Keep the Executive Director informed of overall administrative operations at CCLS.
- Provide counsel and advice to the Executive Director regarding administrative and labor relations.
- Oversee compliance with major Federal and State funders' regulations, including Legal Services Corporation (LSC), Equal Access Fund and IOLTA.
- Oversee the Human Resources Manager's administration and annual renewal of insurance policies.
- Conduct periodic reviews of employee 403(b) retirement investment program, and take the lead in making changes, as needed.
- Oversee the LSC compliance portion of the annual financial audit.
- Attend CCLS Board of Directors meetings as needed, and provide reports and recommendations to the Board via the Executive Director as requested.
- Manage broker relations for professional liability, commercial package, worker's compensation and employee benefit insurance.
- Oversee the Fiscal Department's overall performance, including timely provision of fiscal information for purposes of staffing and strategic planning.
- Oversee the Human Resources Manager's overall performance, including development and regular updating of internal policies, protocols and procedures.
- Oversee the IT Manager's overall performance, including maintenance and upgrading of technology and program information systems, including Microsoft 365 and Legal Server (case management system), and full documentation of IT protocols.
- Additional duties, as assigned.

Operations Management

- Supervise Office Managers in Fresno, Merced and Visalia to ensure the smooth day-to-day operations of each office.
- Support the Office Managers to lead and facilitate meetings with support staff when requested.
- Supervise Case File Clerk and develop sound file maintenance, document retention and document destruction practices.
- Ensure that inventories of CCLS property are created and maintained so as to be fully accurate at all times, including personal property, keys, and swipe cards.
- Additional duties, as assigned.

QUALIFICATIONS

- Experience as member of senior management in a unionized non-profit environment, including interaction with Boards of Directors.
- Humanistic approach to management.
- Excellent interpersonal skills, including active listening and collaborative problem-solving.
- Experience ensuring compliance in a highly-regulated environment.
- Excellent written and oral communication skills.

SALARY/BENEFITS: Salary DOE; medical, dental, vision, life, disability insurance coverage; employer contribution to 403(b) plan based on length of service; 14.5 paid holidays; generous vacation and sick leave policy; some professional organizations dues paid by CCLS. May qualify for the School Loan Reimbursement Assistance Program and/or a Bilingual Supplement.

CCLS is an equal opportunity employer: we value equity, inclusion, and diversity, across all races, cultures, classes, ages, religions, gender identities and presentations, sexual orientations, body sizes, family structures, abilities, and all categories protected by law. We encourage all interested individuals to apply. This position is a non-exempt position and is not covered under the Collective Bargaining Agreement.

POST DATE: 05/24/2019