



Operations and Purchasing Administrator: Neighborhoods for Learning
\$24.76 - \$31.25 hourly
\$51,500 - \$65,000 annualized*
Full Time, Non-Exempt

Background

First 5 Ventura County envisions a future where all Ventura County children are born healthy, thrive in nurturing environments, and enter school prepared and eager to learn. Catalysts for systemic change, we partner with parents, school districts, community leaders, and social and healthcare agencies to develop a service system that meets community needs. Our mission is to strengthen families, communities, and systems of care for children prenatal to 5 years through investments, expertise, and leadership, so all children reach their full potential.

First 5 Ventura County (F5VC) is part of a statewide voter initiative established under the California Children and Families Act of 1998 (Proposition 10), funded through an increased tax on tobacco products. F5VC is a family-friendly, employee centric workplace, with policies designed to support working families. F5VC offers an excellent comprehensive benefits package including medical, dental, vision, employer sponsored retirement contributions, and generous paid sick and vacation time.

First 5 Neighborhoods for Learning

Neighborhoods for Learning (NfLs) are resource hubs supporting children prenatal through age five and their families. NfLs offer Parent and Child Together (PACT) classes and resources for families with young children. Families can access developmental screenings, referrals, parent education, and more in familiar settings throughout Ventura County.

Position Description

The NfL Operations and Purchasing Administrator, under the supervision of the Neighborhoods for Learning Program Manager, will work closely with the multiple departments to administer the purchasing, inventory management, and facilities management for all the NfL sites (currently 14) and will implement consistent processes and practices across all NfL's.

The NfL Operations and Purchasing Administrator will be responsible for developing and executing purchasing strategies, tracking metrics to reduce expenses, procuring material and resources, negotiating deals, and managing vendors. They will evaluate product levels to improve inventory control procedures and analyze monthly product and supply levels to anticipate inventory problems and shortages. This position is also responsible for administering leases, janitorial services, maintenance, IT (internet and phones), and utilities at each location.

*Starting salary is typically between \$51,500 and \$65,000 annually; however, it is ultimately determined by the scope of the position, the candidate's relevant experience, and internal equity. Full salary range for the position (as a max for a highly experienced, long-term employee, could go up to \$82,400).

Typical Duties and Responsibilities

Duties may include but are not limited to the following:

Procurement/Purchasing

- Develop and maintain core supply lists/order guides of essential office, NfL, and PACT supplies, materials, and equipment to maintain a consistent site set-up.
- Develop and maintain relationships with vendors, source items, obtain quotes and issue bids, demonstrating stewardship of public funds.
- Work with NfL staff to coordinate supply orders and prepare Purchase Requisitions.
- Place timely orders, receive and/or pick up items and distribute/deliver to sites (copy paper, manipulatives, signage, etc.)
- Develop schedules and procedures for ordering to streamline purchasing process from line staff through approval.

Inventory Control

- Maintain inventory of property (furniture and equipment) at NfL sites.
- Assign and affix inventory numbers.
- Maintain list of items, purchase history and current location. Track movement of items between sites.
- Make arrangements to move items among sites and assemble.
- Coordinate disposal of antiquated/unusable items.

Logistics Management

- Manage logistics and solve problems related to NfL sites (appx. 14 locations)
- Interface with landlord representatives, partner organizations, school district personnel, etc. including maintenance staff to resolve site issues/problems.
- Coordinate technology needs, janitorial services, and signage.
- Monitor cleanliness of sites, arranging carpet/floor cleaning as needed. Coordinate cleaning of soft materials (stuffed animals, puppets, dramatic play clothes, etc.).
- Identify items that need to be replaced or purchased for sites with an eye for consistency and quality.
- Maintain and update site safety plans.
- Handle computer-related issues, provide technical support and coordinate with IT vendor.

Other Duties

- Coordinate participation in community events, including setup and take down and materials management.
- Identify opportunities to co-locate with community service providers to address the comprehensive needs of families.
- Coordinate with the HR Manager to provide staff training (CPR, PAT, mandated reporter, etc.) and ensure staff are up to date on required trainings.
- Serve as a liaison with community partners.
- Provide coverage at Neighborhoods for Learning locations as needed.
- Manages special projects and performs other duties as required.

QUALIFICATIONS

Education

- Bachelor's degree in business or related field with coursework in purchasing and/or inventory control management preferred. AA required. Bilingual English/Spanish is desirable.

Experience

- Two years or more of operations or purchasing experience required. Experience in an early childhood setting a plus.

Successful background and criminal clearance required, including but not limited to, California Department of Justice (DOJ), Federal Bureau of Investigation (FBI), Department of Motor Vehicles (DMV). Proof of a valid California driver's license and reliable transportation, automobile insurance and maintain an acceptable driving record as required by our insurer. Driving is an essential function of this position.

Knowledge, Skills, and Abilities

- Excellent verbal and written communication skills, with proven negotiation skills.
- Excellent organizational skills and attention to detail.
- Develops positive working relationships with management, staff, contractors/vendors.
- Ability to work well as a team member and independently while collaborating with others to achieve desired goals/results.
- Proficient with Microsoft Office Suite and Google Workspace.
- Understanding of business and management principles.
- Ability to gain knowledge of high-quality early childhood materials, supplies, and environments.
- Understanding of purchasing and operations policies and practices required by a public entity.
- Knowledge of managing/monitoring contractors and/or vendors, inclusive of developing scopes of work
- Ability to maintain high ethical standards and be a steward of public funds.
- Ability to meet critical deadlines and follow-up on assignments with minimum supervision.
- Outstanding project management skills and an ability to handle a complex environment with multiple priorities; navigates and is adaptive to ambiguous, fast-paced environments; handles uncertain situations professionally and reasonably; and maintains flexibility to respond to changing circumstances or priorities.
- Demonstrates analytical and critical thinking skills. Takes initiative to resolve issues, accessing available resources/data/information to problem solve and propose solutions.
- Represents First 5 Ventura County in a professional manner and demonstrates courteous and efficient customer service.
- Strategic thinker who considers internal and external stakeholder needs and considers impact when making decisions.
- Strong decision-making skills with use of good judgment in recognizing scope of authority.

- Awareness of confidentiality laws. Handle confidential information with discretion and sensitivity to and respect for the privacy rights of clients, client families, and providers in all communications.

Work Environment

- Frequent travel, primarily within Ventura County to various F5VC locations, as well as meetings, community events, and seminars.
- Requires working some evenings and weekends.
- Work is sometimes physical, requiring setting up for meetings, lifting or carrying cumbersome materials of up to 50 pounds, e.g., easels, flip charts, refreshments, brochures, etc.
- Possession of a valid California Driver's License and appropriate insurance.