



# Redwood Coast Regional Center

Respecting Choice in the Redwood Community

## **TITLE: DIRECTOR OF ADMINISTRATION**

### **ABOUT THE CENTER**

The Redwood Coast Developmental Services Corporation, a.k.a. the Redwood Coast Regional Center, is a private, non-profit corporation governed by a 17 member Board of Directors, that operates under contract with California's Department of Developmental Services (DDS). The Center coordinates lifelong services and supports for individuals with developmental disabilities and their families and is one of a network of 21 such Regional Centers in California that serve as an entry point into the State's developmental disabilities service system. The Center has an annual budget of \$127 million and serves approximately 4,100 children and adults with developmental disabilities and their families living in Del Norte, Humboldt, Lake and Mendocino Counties. This service area is ethnically, culturally and economically diverse. The Center employs over 115 staff and consultants in varied disciplines. It purchases services and supports on behalf of clients through a network of approximately 1,200 community service providers.

For more information about the Center, please visit its website at <http://redwoodcoastrc.org/>.

### **RESPONSIBILITIES**

Specific responsibilities include but are not limited to:

Under direction of the Center's Executive Director, the Director of Administration is responsible for providing direction, leadership, and management to the Operations, Accounting, Purchase of Service, Fiscal Monitoring, Office Operations & Safety, Asset Management, Service Provider Audits and Information Technology Units that support the Center's administrative functions. The Director of Administration is responsible for assuring that the Center meets its legal, regulatory, and contractual requirements. As requested by the Executive Director, the Director of Administration represents the Center to DDS and State level workgroups.

#### *Management Functions*

Provides leadership, support, teaching, and modeling in carrying out the Vision of Redwood Coast Regional Center.

Develops standards, guidelines, and procedures for the effective operations of the Center's administrative services. Oversees the effective management of the department and ensures the proper operation of all equipment, as well as the safety of all office facilities. Coordinates all necessary Center permits and licenses, obtaining and monitoring leases, contracts and insurance policies for all five offices. Ensures that the work of the department meets various internal and external policies, standards and procedures, laws and regulations, guidelines and deadlines.

Provides consultation to staff regarding administrative issues and problems that require executive level decisions. Provides support and supervision for agency fiscal staff, office managers, and IT personnel and performs annual Performance Appraisals of assigned personnel.



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Participates as a member of the agency's Directors Team and Management Team, and serves as a resource to both teams. Builds trustworthy relationships with all team members and agency staff as a whole.

## Financial Functions

Acts as Chief Financial Officer for the Center.

Prepares annual budgets, projections and proposals for expenditure of funds. Monitors cash flow to ensure adequate cash resources to meet all financial obligations in a timely manner. Directs the maintenance of financial records, expenditures of funds and preparation of various financial reports, tax documents and other State and Federal reporting.

Develops and maintains internal audit procedures and implements controls to account for all funds/assets including payroll, benefits, retirement, operating expenditures, purchased services, special funds, physical assets and other property to ensure compliance with state and professional standards. Oversees the agency's annual independent audits and bi-annual DDS audits.

## Banking Functions

Establishes and maintains prudent relationships with financial institutions to assure funding needs can be addressed in a timely manner and proper accounting for banking transactions are in place.

## Board Functions

Participates in and provides support to the Board of Directors and various Board committees as requested, regarding matters relating to administrative services and supporting the Board's fiduciary responsibilities.

## Community and Vendor Relations Functions

Represents the Center in local, county and State activities as required. Develops and maintains effective and collaborative working relationships with service providers and other community partner organizations. Participates in various agency meetings involving service provider reimbursement and pay structures.

## **PERSONAL TRAITS AND CHARACTERISTICS**

The Director of Administration is a role model and is expected to demonstrate through actions the following traits and characteristics:

- High ethical standards demonstrated through actions and business practices and ensures that others engage in the same.
- Adaptable and flexible in an ever-changing environment that often demands balancing values, effectiveness and efficiency while promoting opportunities for creativity and innovation.



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- Ability to engage in critical thinking and problem-solving on a wide variety of important issues affecting the Center and act decisively in a timely manner.
- Ability to consistently demonstrate respect for all individuals and cultural awareness.
- Demonstrate a strong commitment to continued learning.
- Ability to carry out all required agency communications, both verbally and in writing, with adherence to professional communication standards and in a manner that supports the Vision of Redwood Coast Regional Center

## **EDUCATION AND EXPERIENCE**

The Director of Administration will have a Master's Degree in Business Administration or related field. The Director will also have at least five (5) years of increasingly responsible and relevant experience in higher level management including two (2) years in a public or non-profit human services agency. Experience working in the field of developmental disabilities is preferred. Knowledge of basic personnel law, risk management, information systems, staff training and supervision, and facilities management is also required.

The Director of Administration must have demonstrated knowledge and skills in management, organization, and human resources, the ability to think strategically, and knowledge and skills in strategic planning theory and practice. Proven value-driven leadership skills in motivating, mentoring, and coaching as well as providing consultation and technical assistance to staff, service providers and community partners.

In addition, the Director of Administration will have demonstrated ability and skill to communicate effectively with diverse audience in diverse settings on a wide variety of issues, excellent writing skills particularly in report writing and formulating recommendations for action, as well as strong knowledge in financial matters including preparation of annual budgets, grants and contract proposals, and tracking and analysis of expenditures. The Director of Administration will have experience interfacing with a Board of Directors and its committees.

## **Travel Requirements**

This position requires travel involving overnight trips throughout the four counties served by Redwood Coast Regional Center and California. This position requires a reliable form of transportation, possession of a valid driver's license, minimum vehicle insurance as prescribed by law, or the ability for independent transportation.

## **Other: Physical and Mental Requirements**

Extensive sitting in office settings, for meetings and for travel. Frequent walking and standing, and occasional lifting of up to 25 pounds with occasional bending, stooping, reaching and stretching to complete work duties. Adequate manual dexterity and coordination for operation of automobile, computer and other standard office equipment. Hearing and vision corrected to within normal limits. Any of the above with reasonable accommodation.



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This position requires the ability to work under pressure of deadlines and a fast-paced environment, and, at times, to cope with complex and potentially stressful situations.

## **Salary Offered:**

The annual salary range for this position is \$86,388 – \$121,560

## **Benefits Offered:**

- Employer paid Medical
- Employer paid Dental
- Employer paid Vision
- Employer paid \$50,000 Basic Term Life Insurance/AD&D
- Employer paid Supplemental STD and LTD benefits
- CalPERS (2% at 62)
- Various Employee Voluntary plan options
- Paid Vacation and Sick Leave
- 13 Paid Holidays

## **ABOUT THE COMMUNITY**

Del Norte, Humboldt, Mendocino and Lake Counties include some of California's most picturesque landscape. Because of the geographic location, climate, and natural beauty, Redwood Coast Regional Center's service area attracts many visitors. Agriculture, timber, and tourism industries form the economic base of the area with some light manufacturing. Del Norte and Humboldt Counties are known for their redwood forests, rugged coastline and active fishing communities. Mendocino County has a long and colorful history as a premium grape-growing region within the state's famous North Coast wine country. Lake County is noted for its pear production and as an attractive spot for retirement and vacationing. A relaxed and friendly lifestyle is characteristic of our communities. Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf.

**TO APPLY:** Submit letter of interest, resume and application to:

Redwood Coast Regional Center  
Attn: Human Resources Manager  
1116 Airport Park Blvd.  
Ukiah, CA 95482  
FAX 707-462-4280 or email [HR@redwoodcoastrc.org](mailto:HR@redwoodcoastrc.org)

**CLOSES: December 31, 2018 at 5PM**

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