



FINANCE AND OPERATIONS DIRECTOR

POSITION ANNOUNCEMENT



OUR VISION

Contra Costa's young children will be healthy, ready to learn, and supported in safe, nurturing families and communities.

OUR MISSION

To foster the optimal development of our children, prenatal through 5 years of age.



ABOUT FIRST 5 CONTRA COSTA

As a respected state leader in advocacy for young children and their families, First 5 Contra Costa helps young children start school healthy and ready to learn. The agency invests in programs and advocates for policies focused on children during their first five years, the most important time in children's development.

First 5 Contra Costa is currently celebrating its 22nd anniversary, having been formed in the years following the passage of Proposition 10, the California initiative that established Children and Families Commissions in every county. In Contra Costa County, First 5 stands as an independent public agency. As such, First 5 has maintained a practice of nimble program development that has continually evolved as opportunities for change and improvement have emerged.

OUR TEAM

Our highly-productive staff of 33 is a diverse group of experts in content and administrative areas who are passionate and fully engaged in the success of the agency. One of the many strengths of our team is the ability to collaborate seamlessly across initiatives with an understanding of our shared responsibility to fully support and advocate for families with young children.

In keeping with the nature of the work, First 5 maintains a family-friendly culture that recognizes the challenges of balancing work and family life. First 5 is also committed to principles of equity, diversity and inclusion, and cultural humility, and strives to enlist partners from all sectors of the county to join in its mission.

OUR STRATEGIC PRIORITIES

First 5 Contra Costa continues to thrive in an era in which the importance of early childhood is recognized publicly and politically. The current landscape presents a strategic imperative for First 5 to sustain its achievements and use its legacy of credibility, visibility, and expertise to create positive, enduring systems change that promote the well-being of young children and families in Contra Costa County. Leveraging on the lessons learned over the past two decades, First 5 developed a comprehensive framework, called "systems change lens" aimed at blending funding, partnership and policy solutions that have lasting impacts in the lives of young children. There are two core strategic priorities in First 5 Contra Costa's 2020-23 strategic plan:

- Integration of Early Childhood Systems – strengthen the integration of early childhood systems that foster equitable opportunities



and outcomes for all young children and their families by: a) increasing integration of First 5 supported systems of care; b) providing technical expertise to influence cross-sector systems development and integration; c) supporting continuous quality improvement of programs, practices, and policies across sectors; d) supporting professional and workforce development; e) addressing and promoting racial, social and economic justice; and f) continuing to improve collection and use of data to demonstrate impact.

- First 5's Impact and Sustainability – build on, sustain, and/or grow First 5's investments in the early childhood system by: a) refining First 5 developed models and approaches; b) pursuing diversified revenue streams; c) continuing to demonstrate the impact of First 5 through research, data collection, and analysis of child outcomes for policy advocacy; d) continuing to build the case for sustainable investments in early childhood; and e) advocating for local, state, and federal funding and legislation that sustain and expand First 5's strategic investments.

OUR FUNDING

First 5 Contra Costa receives funding from Proposition 10, a California ballot initiative passed in 1998 which added a 50 cent-per-pack tax on tobacco products. First 5 Contra Costa has invested more than \$140 million to help Contra Costa's children get the best possible start in life.

OUR BOARD OF COMMISSIONERS

The agency is governed by an 18-member commission, nine commissioners and nine alternates who are appointed by the Board of Supervisors. Our Commission is comprised of county and community leaders who are knowledgeable and passionate about early childhood education and the work of First 5 Contra Costa. As important thought partners for our work, the Board of Commissioners meets seven times a year, with committee meetings as scheduled.

THE POSITION

The Finance and Operations Director role presents an exciting opportunity to partake in the planning and incremental implementation of the organization's tactical plan aimed at optimizing and modernizing First 5's financial, administrative and IT systems within fiscal means. The candidate will work in collaboration with the Executive Director to lead and develop a long-term fiscal sustainability plan for the organization.

The Finance and Operations Director oversees the management of all First 5 finance related activities and departments, including the development and implementation of fiscal reporting policies and practices to ensure compliance. The position will manage the agency's finance operations to support the Commission's ability to achieve its mission to foster the optimal development of children zero to five years of age.

The Finance and Operations Director works closely with the Executive Director and Deputy Director to ensure the smooth operation of the organization, carrying out the Commission's Strategic Plan, anticipating risk, and solving problems creatively and effectively. The Finance and Operations Director supervises staff, including managers, department analysts and coordinators that handle direct functions related to Finance, Grants and Contracts, Procurement, and Operations. This position will also work collaboratively with Department Heads on special projects to advance the use of technology and functionality of our systems, policies, practices and develop procedures for efficiency. This position will have an understanding of a variety of business practices, operational processes and related financial regulations to effectively develop and manage the responsibilities of a Public Agency. Additionally, the Finance and Operations Director will supervise additional temporary staff and/or consultants as necessary.



The Finance and Operations Director leads the design and execution of First 5's fiscal strategy development and implementation; financial planning, budget development, fund balance monitoring and control. This position ensures that the organization adheres to approved First 5 fiscal policies; assists independent auditors in completing annual audit subject to state statutes and local provisions; and, oversees accounting and fiscal operations including A/P, A/R and treasury reconciliation. The Finance and Operations Director is also responsible for assurance and regulatory compliance; financial reporting, analysis and support to the management team, staff, and Commission; and, grant application, reporting and oversight.

IDEAL CANDIDATE

First 5 Contra Costa is seeking a visionary and experienced leader to serve as the Finance and Operations Director. As a thoughtful partner for the agency's leadership team, the Finance and Operations Director will exhibit a commitment and passion for First 5's mission and values of diversity and inclusion, equity, cultural humility, and community partnership.

The ideal candidate must be a self-motivated individual with the ability to work in a fast-paced environment and be experienced and knowledgeable in operational and fiscal duties of an agency. This position will demonstrate and possess a strong empathetic aptitude and nimbleness. The candidate will have extensive supervision and management experience, including coaching and mentoring diverse staff across departments. The Finance and Operations Director role is critical to First 5's growth and development, and as such the candidate will have strong experience in development strategies that promote staff motivation while nurturing a culture of learning and continuous quality improvement.

The ideal candidate will be collaborative, curious, humble, inclusive, tech savvy, and committed to exceptional customer service. Preferred candidates will demonstrate the ability to hit the ground running, and possess knowledge and experience in governmental budgeting; significant experience in audit preparation, budget development; accounting functions including A/P, A/R, and bank reconciliation; all relevant federal and state laws; retirement and benefits costs including OPEB and CERBT; GASB standards, contracts and grant compliance, procurement, proposal development and financial reporting.

The successful candidate must be able to take all individual aspects of the finance function and expertly coordinate them as part of the agency's comprehensive finance strategy, consistently delivering timely, accurate information to the Executive Director, Deputy Director and the Commission. Most importantly, the successful candidate must be able to communicate complex budget and finance concepts in a manner that is easily understood by a wide range of stakeholders.



PRIORITIES FOR POSITION

- Be a strong partner to the Executive and Deputy Directors to move the agency toward systems-change, embody agency values and support the operationalizing of agency strategic priorities.
- Collaborate with Executive Director to lead, plan and execute new finance and operations strategies identified in the organizational tactical plan based on the Commission approved strategic plan. This work entails long-term planning and development of information technology systems, project management, facility management, and grants and contracts management platforms and applications.
- Support a highly effective and energetic workplace culture that promotes teamwork, innovation, creativity, learning, and a human-centered approach to service.
- Successful at navigating political sensitivities and building relationships that support organizational goals and nimbleness.
- Develop and present reports to the Commission and sub-committees; support Commission committees as assigned.
- Experience working in or with a funding agency, with an understanding of funding allocation, requests for qualifications, contracting, and grant monitoring.
- Plan and lead in collaboration with the Executive Director an organizational long-term financial sustainability and fund development plan.
- Work with Executive Team and outside counsel and consultants to oversee legal matters that include intellectual property, privacy and data collection, public entity governance,



real state, tax law compliance, conflict of interest, document retention policies, labor employment law, and other issues as needed.

- Guide and support the Administrative Analyst and Office Coordinator in the oversight of First 5 facilities including leases, subleases, relocation planning, and facility maintenance and improvements.
- Lead the planning and implementation of the organization's new Information and Technology (IT) Plan. The Finance and Operations Director will have oversight of the organization's information technology systems and will collaborate with established County liaisons and independent contractors supporting the IT needs of First 5 Contra Costa. This work includes working with the Executive Director and other counsel on long term planning, management of external IT resources, IT security, and ensuring effective internal/external communication, and resource capacity for effective operations.
- Collaborate with the executive team and HR Manager in the planning, development and implementation of HR employee policies and strategies identified the People and Culture strategy of the organizational tactical plan.



KNOWLEDGE, SKILLS, AND ABILITIES

- Strong conceptual and analytical skills, and systems thinking drawn from experience.
- Ability to gather and analyze data, identify problems and opportunities, consider alternative courses of action, draw logical conclusions, and adopt appropriate solutions.
- Demonstrated knowledge of the principles of financial accounting for public organizations, including fund accounting and standards set by the Governmental Accounting Standards Board (GASB) and other regulatory bodies.
- Ability to apply sound administrative and financial management knowledge to maintain systems for financial accounts, records, forms, policies, and procedures.
- Knowledge of and experience with budgeting and long-range financial forecasting techniques and reports.
- Knowledge of and experience with the operation of accounting software.
- Experience leveraging technology and systems automations to expand organizational capacity and efficiency.
- Knowledge of human resources operations; employment laws and regulations
- Ability to effectively communicate with a variety of individuals including staff, County officials, community members, and Commission members in public settings.
- Must exhibit strong initiative, a high level of integrity and sound judgment, while working with minimum supervision.
- Experience effectively managing all levels of staff.
- Comfort and willingness to work with diverse opinions and perspectives.
- Willingness to participate in a collaborative, team-oriented workplace.
- Ability to work a flexible work schedule depending on assignments and travel within and outside the county to attend meetings and conferences.
- Experience developing and successfully executing organizational long-term fund development and sustainability planning.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

A Bachelor's Degree in Business, Accounting or Finance from an accredited college or university; and, a minimum of (7) years management experience, responsible for direct oversight and management of finance and administration departments, including staff supervision, performance evaluation, and team leadership and management. Experience includes working with a variety of public, private and nonprofit organizational structures.

or

A Master's degree; and (4) years management experience, responsible for direct oversight and management of finance and administration departments, including staff supervision, performance evaluation, and team leadership and management. Experience includes working with a variety of public, private and nonprofit organizational structures.

COMPENSATION AND BENEFITS

The starting salary for this position is \$112,000 to \$134,000 annually and dependent on experience. Reimbursement of relocation expense is not budgeted for this position.

This position will also require the ability to work both remotely and on-site as determined by the Executive Director.

First 5 Contra Costa provides comprehensive benefits including:

- Medical, Dental, Vision: Eight health plans are offered. First 5 pays 80% of the premium; two dental plans are offered and First 5 pays a portion of the premium; a voluntary vision plan is offered.
- Time Off: 3 weeks of Vacation Leave per year, 12 days of Sick Leave per year, 3 days of Personal Holiday per year, 60 hours of Administrative Leave per year, and ten holidays.
- Insurance: Short and Long Term Disability partial wage replacement plans
- Retirement: Contra Costa County Employees Retirement Association (CCERA); and a voluntary deferred compensation plan is offered with an employer match.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work in a standard office environment; use standard office equipment and handle documents; read handwritten, printed materials and computer screen; communicate in person, before groups, by telephone, and email.
- Occasionally lift and/or push, pull, and carry materials and objects up to 25 pounds.
- Frequently type and/or enter data for approximately 4 to 6 hours per day.
- The work environment may have a moderate noise level.

EQUAL OPPORTUNITY EMPLOYMENT

First 5 Contra Costa is an equal opportunity employer. First 5 Contra Costa does not discriminate on the basis of race, religion (including religious dress or grooming), creed, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions) or gender, national origin, ethnicity, ancestry, citizenship, age, physical or mental disabilities, color, marital status, registered domestic partner status, sexual orientation, gender identity or gender expression, genetic information, medical condition, military or veteran status, exercise of rights under the Pregnancy Disability Leave Law or the California Family Rights Act, or any other basis protected by applicable law.

This policy applies to all employees and applicants, and extends to all phases of employment, including hiring, training, promotion, discharge or layoff, rehiring, compensation, and benefits.





HOW TO APPLY

This position is open until filled and candidates are encouraged to apply immediately. Interviews will be scheduled expeditiously. To be considered, please submit a detailed résumé, cover letter, and a list of six work-related references – two supervisors, two direct reports and two colleagues (who will not be contacted until the late stages of the recruitment and will be coordinated with the successful candidate). Your résumé should indicate the size of staff and budgets you have managed and also reflect both years and months with regard to the employment dates for current and prior positions held. Please submit your materials by email to hr@first5coco.org.

FIRST 5 CONTRA COSTA COVID-19 VACCINATION POLICY

At First 5, the health and safety of our staff is priority. We have adopted the county's COVID-19 vaccination policy for all employees. To be compliant with this policy, all new staff members shall be required to provide proof of their vaccination status or exemption required documentation at the start of their employment.



For more information, contact:

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Executive Director

First 5 Contra Costa

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