



Request for Qualifications (RFQ) Office Assistant I

BACKGROUND

Proposition 10

In November 1998, the California voters passed Proposition 10, the California Children and Families First Initiative, which added a 50 cent-per-pack tax on tobacco products. Revenue from the tax is deposited into a trust fund, then disbursed with the intent to promote, support and improve early development of children from the prenatal stage through five years of age. Eighty percent (80%) of these revenues are allocated annually to the 58 individual California counties to benefit children from prenatal to five years old. Each local Commission has control over their own funds and by law is empowered to make local decisions about how funds should be spent. The remaining 20% of the revenues supports statewide programs and research.

State Commission

The California Children and Families Commission is responsible for state-level administration including developing program guidelines, reviewing county plans, and conducting annual program review and evaluation. The nine-member commission also spends 20% of the available revenues annually on mass media communications, parent and provider education, child care, research and administration.

First 5 San Benito

The San Benito County Board of Supervisors established the First 5 San Benito Children and Families Commission in 1999 to administer and allocate the County's portion of the Proposition 10 funds. The Commissioners represent county government, public health, social services, education, and early care and education. The commission is required to adopt a strategic plan to guide how funds will be spent and progress will be measured. Local planning must be consistent with state guidelines, and programs must be reviewed and evaluated annually.

Through the history of the organization, First 5 San Benito has made efforts to respond to the needs in the community and direct funding in a manner that will address identified needs and develop effective systems. Since local funding began in 2001, First 5 San Benito has distributed more than \$8 million within the community in the form of grant funding. In the FY 2011-12 strategic plan, the Commission restructured its investments in the community by decreasing funding to grantees and increasing F5 SBC's role in providing direct services in order to serve more children and their families. In each subsequent strategic plan, the Commission has further refined this funding strategy, as well as increased its investments in capacity-building and systems change, in order to invest its resources in a manner that achieves the maximum impact.

Statewide, Prop 10 tax revenue has been declining, and it is projected to continue declining in the future. However, First 5 California has included First 5 SB in its small county allocation and renewed baseline funding of \$650,000 per year for the duration of this strategic plan. In addition, First 5 SB anticipates receiving an estimated \$80,000 per year from the Proposition 56 tobacco tax that passed in 2016. A portion of the Prop 56 tobacco tax revenue is distributed to every First 5 Commission to help mitigate the reduction in Proposition 10 revenues resulting from the new, higher tax.

Summary of Position

First 5 San Benito is seeking a part-time employee, under supervision, to learn, assist with, and perform a variety of office, administrative, and general support work; to greet office visitors and answer the telephone, providing information and referring visitors/callers to others; to learn to operate and use computers and office equipment; and to do related work as required.

Supervisor:

A variety of supervisory or management positions, depending upon the duty where assigned.

Position Supervised:

Part-time (15-20 hours weekly)

Qualification Requirements:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirement's listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This is the entry, training, and first working level in the Office Assistant class series. Incumbents learn, assist with, and perform a variety of office, administrative, and general support work.

Major Duties and Responsibilities:

- Perform a variety of office, administrative, and general support assignments.
- Gather, assemble, organize, and tabulate data and information.
- Serve as an office receptionist greeting office visitors and answering the telephone, providing information and making referrals to other staff; receive, sort, and distribute mail.
- Maintain and update record and information retrieval systems records other documents.
- Types/word processes and proofreads a variety of documents and material
- May work on special reports, projects, and publications
- May assist with maintaining family support and/or public assistance records
- May update and maintain computerized records and generate reports
- May use spreadsheets and other special computer software
- Operates office equipment.

Required Knowledge, Skills and Abilities:

- One year of previous administrative, office, and general support work experience comparable to that of an Office Assistant I is not necessary but a plus.
- Policies and procedures of the Department and unit where assigned.
- Good public relations techniques.
- Maintenance of files and information retrieval systems.
- Computers and software used in office and administrative support work.
- Modern office methods and procedures.
- Correct English usage, spelling, grammar, and punctuation.
- Basic mathematics.
- Perform a variety of administrative, office, and general support work with minimal guidance and supervision.
- Read, interpret, and apply policies, procedures, and regulations.

- Follow oral and written directions.
- Type or use word processing software at an acceptable speed to meet production requirements.
- Gather and organize data and information.
- Operate a computer and use department software in the performance of assigned work.
- Operate and use office equipment.
- Deal tactfully and courteously with the public and other staff when explaining the functions and policies of the work area where assigned.
- Establish and maintain cooperative working relationships.
- Ability and willingness to work evenings and weekends

Desirable Qualifications:

- Bilingual/Biliterate (Spanish)

Licenses, Certification and Clearances

- Possess an appropriate California Driver's License and transportation with evidence of insurability
- Must obtain a current DOJ criminal history clearance which includes both federal and state federal criminal record checks
- Must show proof of current certification as a Mandated Child Abuse reporter
- Must meet Tuberculosis Requirements (California Health and Safety Code sections 121525-121555)
- Must provide proof of immunizations

Statement of Qualifications Submission:

For consideration, all interested parties should submit a written Statement of Qualifications. The statement should be based on the applicant's professional and logistical qualifications.

Deadline: This request will remain open until position is filled

Statements of Qualifications may be mailed or hand delivered to the following

Submit qualifications statement to: **Lisa Faulkner**
Executive Director
First 5 San Benito
351 Tres Pinos Road, Suite 100A
Hollister, CA 95023

No other location is acceptable for delivery. The Commission is not responsible for delayed or lost proposals that miss the submission deadline. Submissions should be type-written. There is no page limit requirement, but submissions should be as brief as possible, while providing a clear picture of the applicant's qualifications to conduct the work required.

- Include a resume
- List at least two recent employers to serve as reference along with a letter of recommendation from someone other than a family member of the employee that they would allow their child to be in the employee's care
- Include a brief narrative describing your background and level of expertise in the area and nature of services rendered