



## REQUEST FOR QUALIFICATIONS (RFQ) ADMINISTRATIVE ANALYST

### **Proposition 10**

In November 1998, the California voters passed Proposition 10, the California Children and Families First Initiative, which added a 50 cent-per-Opack 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 and 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. This 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 began in 2001,

# **JOB DESCRIPTION**

## **Administrative Analyst**

Reports to: Executive Director

Job Status: Non- Exempt

Full Time

### **Summary**

The Administrative Analyst provides critical administrative support to First 5 San Benito Executive Director to ensure transparent, fair and statutorily compliant implementation of governance processes including strategic planning, competitive procurement and convening of public meetings.

### **Essential Duties & Responsibilities**

Duties may include but are not limited to the following:

- Schedule and help plan meetings for First 5 Executive Director, the Resiliency Network of local system leaders and other decision-makers
- Support the development, preparation and transmittal of public meeting agendas and materials, as per Brown Act requirements
- Record accurate and detailed minutes at meetings and support the follow through of Action Items
- Liaison with regional and statewide partners to ensure alignment with framework and network marketing strategies
- Develop flyers, social media campaigns and marketing collateral to promote the network's strategies
- Develop and maintain the websites for First 5 San Benito, Resiliency Network, and the Family Impact Center
- Oversee the schedule of the conference room at the San Benito Street location
- Support development of Requests for Proposals, Applications and/or Qualifications (RFP/RFA/RFQ) and management of service procurement processes
- Support the initial development of new contracts and community initiatives
- Manage special projects and perform other duties as required
- Support the Executive Director and community partners in local, regional and statewide advocacy campaigns for legislation

### **Required Experience & Education**

- Minimum three years administrative experience in a public or government agency, related to education, health, social services, or other relevant fields
- Knowledge of a broad range of human resource strategies and practices, including compensation, performance management, safety, hiring and employee relations; able to apply these strategies and practices in compliance with employment regulations
- Ability to create a culture of diversity, inclusivity, collaboration and teamwork

- Experience with analyzing data to guide strategic employment planning
- Must be able to pass a fingerprint and criminal clearance.
- Bachelor's degree preferred

### **Required Knowledge, Skills & Abilities**

- Knowledge of government/public sector processes
- Uses leading practices in administrative support
- Highly proficient use of technology, including Microsoft Office Suite, email and internet
- Highly proficient in social media campaigns and website development/maintenance
- Extreme attention to detail and accuracy, while also seeing the "big picture"
- Effectively and accurately communicates in both oral and written forms
- Works well in collaborative environments
- Ability to plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines including maintaining accurate records and files
- Ability to maintain an orderly work environment
- Performs tasks in an efficient, prescribed and safe manner
- Flexible, self-reflective and receptive to change

### **Preferred Knowledge, Skills & Abilities**

- Fluency in Spanish (reading/writing/speaking) preferred, but not required

### **Physical Requirements**

- Regularly required to talk and hear, stand, walk, bend, kneel, and crouch.
- Work is occasionally physical, requiring setting up for meetings, lifting or carrying cumbersome materials of up to 25 pounds, e.g., easels, flip charts, refreshments, brochures, etc.

### **Work Environment**

- This job primarily operates in a professional office environment.
- Possession of a valid California Driver's License and appropriate insurance.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

## **Time Requirements:**

Submission of Qualifications by May 12, 2022.

First 5 San Benito will conduct interviews beginning May 13, 2022.

Following notification, it is expected that the position will start by June 1, 2022.

Submit qualifications statement to:

**Lisa Faulkner  
Executive Director  
First 5 San Benito  
351 Tres Pinos Road, Suite 100-A  
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 submission should be as brief as possible, while providing a clear picture of the applicant's qualifications to conduct the work required.

1. Include a resume or CV for all consultants to be involved in the project.
2. List at least two recent clients or employers to serve as references, with a brief descriptions of the services provided.
3. Include a brief narrative describing your background in the area of administration and the nature of services rendered, you level of expertise as it relates to social work.
4. Applicants may submit a sample of recent work or portfolio, but is not required.

## **Selection Criteria**

Based on a review of responses to the RFQ, the top ranked firm(s) or individuals may be invited for an interview with the Executive Director and Finance Committee. Final selection will be made shortly thereafter.

## **Questions:**

Any questions in regard to this RFQ should be submitted in writing to: Lisa Faulkner, Executive Director. Questions may be submitted by email at [lisa@first5sb.org](mailto:lisa@first5sb.org) or delivered to the address above. Answers to all questions will be provided to all individuals/firms who have requested provided their contact information to Lisa Faulkner, at [lisa@first5sb.org](mailto:lisa@first5sb.org) for the purposes of receiving further information regarding this RFQ.

**Other Information:**

- A. First 5 reserves the right to:
  - 1. Reject any or all submittals.
  - 2. Request clarification of any submitted information.
  - 3. Waive any informalities or irregularities in any qualification statement.
  - 4. Not select any respondent.
  - 5. Cancel this process at any time.
  - 6. Amend this process at any time.
  - 7. Evaluate the qualifications submitted.
  - 8. Interview respondents prior to award.
  - 9. Negotiate all final terms and conditions of any agreements entered into.
  - 10. Issue a similar RFP's or RFQ's in the future.
  - 11. Request additional information during the interview.
  - 12. Make inquiries as may be necessary to verify qualifications.
- B. Respondents are liable for all errors or omissions contained in their responses.
- C. Respondents will not be allowed to alter submittals after the deadline for submission.  
First 5 reserves the right to make corrections or amendments to documents due to clerical errors identified in submittals by First 5 or the respondent.
- D. Any and all costs arising from the preparation of this RFQ and participation in the selection process incurred by any respondent shall be borne by respondent without reimbursement by First 5.
- E. Respondents assume the risk of the method of dispatch chosen. First 5 assumes no responsibility for delays caused by delivery service.
- F. All qualifications submitted will become public record and subject to disclosure.
- G. The individual/organization submitting an application agrees that by submitting an application, the individual/organization grants authorization for the Commission to verify any or all information and/or references given in the application.
- H. All work solicited from the consultant, including data collected, any analysis, and any reports prepared by Contractor during the course of any project, in whatever form, shall be the sole property of the Commission.