



# Current Job Opening: Business Operations Coordinator

Location: 1819 Trousdale, Burlingame, California, United States

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## ABOUT PENINSULA HEALTH CARE DISTRICT:

Peninsula Health Care District (PHCD) is a political subdivision of the State of California, and a California Special District serving the healthcare needs of more than 200,000 mid-Peninsula residents. Founded in 1947, PHCD serves the communities of San Bruno, Millbrae, Burlingame, Hillsborough, San Mateo, and Foster City by supporting the unique health and wellness priorities of our Peninsula communities, and safeguarding access to health services, today and in the future. PHCD fulfills its commitment to the community through oversight of District assets and infrastructure, planning for future health care needs, and investing taxpayer dollars in local health-focused organizations and programs. For more information: <https://peninsulahealthcaredistrict.org/>

## ABOUT THE OPPORTUNITY:

The Business Operations Coordinator (BOC) is responsible for developing, implementing and monitoring efficient systems to manage the District's business office, properties, entrepreneurial enterprises, service and vendor contracts, media management, and IT support services. This includes ensuring compliance with regulatory mandates, facility requirements, and workplace safety.

The BOC is a full-time exempt position that reports directly to the CEO.

## DUTIES AND RESPONSIBILITIES:

1. Provides comprehensive administrative and operational support to ensure effective implementation and community impact.
  - a. Coordinates District-sponsored and community outreach events—in both virtual and in-person formats—in collaboration with District leadership.
  - b. Provides oversight of the District office operations to identify opportunities to improve efficiencies, inventory and supplies management, document, and key security, tracking annual policy review and report filing requirements, and utilization of classroom facilities.
  - c. Maintains a clean, well-organized office environment for team and visitors.



- d. Assists the Strategic Initiatives Director in managing the Community Health Investment portfolio, including utilizing and maintaining the District's grant management software to track and support the community grants program.
  - e. Oversees and manages district office operations and leasing budgets.
  - f. Maintains IT services, triaging issues, tracking performance of various pieces of equipment, and helping identify IT issues that may benefit from more user training.
  - g. Assists with accounting tasks as directed by CEO, including processing bank deposits and printing checks with Staff Accountant.
  - h. Maintains a system for managing and regularly auditing vendor contracts to ensure compliance with performance obligations and identify opportunities for cost and service improvements.
  - i. Contributes to the overall success of the District by providing support to programs and initiatives as assigned by the CEO.
2. Serving as primary PHCD contact for tenants, property manager, and vendors serving the eight District-owned properties This includes such activities as:
    - a. Tracks lease terms and rent increases and taking timely, appropriate actions via Doorloop.
    - b. Maintains effective tenant relationships with professionals and their staff.
    - c. Establishes and carrying out a preventative maintenance program for all buildings in collaboration with the CFO and property manager.
    - d. Primary liaison for facilities consultants
    - e. Makes periodic rounds to ensure tenants are compliant with their property maintenance obligations.
    - f. Works with leasing agent when a vacancy occurs.
3. Overseeing and strengthening all District communication channels, ensuring consistency, compliance, and effective public engagement.
    - a. Manages all District websites are compliant with regulatory and special district transparency requirements, content is current, and sites are "user-friendly"
    - b. Serves as primary liaison with the District's communications and website professionals
    - c. Serves as primary point person for coordinating, producing, and tracking analytics of external communications for websites, e-newsletter, social media, and related materials, in collaboration with the CEO, Directors, and District communications and marketing professionals.
4. In the absence of the Executive Assistant:
    - a. Provides administrative support to Board Members, Board Committees, including scheduling meetings, preparing and distributing noticed meeting materials, and coordinating meeting logistics.
    - b. Supports the CEO and Board with daily calendar management, communications, event and conference bookings, annual board policy review, staff meetings, and District transparency recertifications.



5. And all other duties as assigned.

#### REQUIRED SKILLS AND EXPERIENCE

- Experience supporting administrative staff
- Working for or with government/public agencies in California (preferred, not required)
- Experience with a range of standard office equipment
- Experience with technology modalities, including setting up of devices and light technology troubleshooting
- Excellent experience with PC/ including Microsoft Office Suite, Outlook, Google Suite, Adobe Pro, WordPress, BoardDocs, Mailchimp, and virtual teleconferencing platforms (Zoom, Teams, Google)
- Ability to work with a wide variety of constituents and public elected leaders
- Ability to maintain a professional and calm demeanor in all settings
- Valid CA Driver's license and a vehicle form of transportation

#### QUALIFICATIONS

- Excellent communication skills
- Ability to absorb high volume of information from a variety of sources and to synthesize the key elements
- Effective management, planning and organizing use of time
- Superior customer service orientation and an appropriate sense of urgency
- Diligence and high level of accuracy
- Commitment to the values, goals, and mission of PHCD including, demonstrate values of: initiative, integrity, adaptability, being a collaborator, collaborator and possess a sense of humor
- Sound judgement, integrity, and maturity to manage sensitive information with care and confidentiality
- Complete discretion is required

#### EDUCATION AND BACKGROUND

Associates degree or 2+ years of office experience. Experience working for an administrative office, government agency or local municipality is highly desirable.

#### WORK ENVIRONMENT AND PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually moderate. The above statements are



intended to describe the general nature and level of work performed by the incumbent in this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills.

#### EQUAL EMPLOYMENT OPPORTUNITY AND INCLUSION

Peninsula Health Care District has a deep commitment to diversity, equity, inclusion, and equal opportunity. We are committed to building a team that is representative of our community. PHCD is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, political affiliation, citizenship status, disability, ancestry, marital status, veteran status, medical condition, or any protected category prohibited by local, state or federal laws.

PHCD is committed to the full inclusion of all qualified individuals. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process and to perform essential job functions, of employment, please contact [youla.theodoropoulos@peninsulahealthcaredistrict.org](mailto:youla.theodoropoulos@peninsulahealthcaredistrict.org). Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format and/or using specialized equipment.

#### COMPENSATION & BENEFITS

This is a full-time position. Compensation range based on experience: \$55,000 - \$85,000. DOE. In addition, Peninsula Health Care District benefits include: CalPers Pension, CalPers Health, Delta Dental Plan, VSP Vision Plan and Life Insurance as well as 10 paid holidays during the year. Accrued PTO- (eligible for up to 13 days in the first year of employment).

**Please submit your resume and a cover letter to [careers@peninsulahealthcaredistrict.org](mailto:careers@peninsulahealthcaredistrict.org). The position will remain open until filled.**