

Administrative Secretary - HS/EHS

Purpose Statement

The job of Administrative Secretary - HS/EHS is done for the purpose/s of providing administrative and secretarial support to assigned Head Start/Early Head Start Program; coordinating activities of assigned administrative personnel; monitoring assigned activities; assisting with administrative matters requiring knowledge of Head Start/Early Head Start policies and procedures and related County Office rules and regulations; planning, organizing, coordinating office activities and communications for assigned site or department; training and providing work direction to staff; and providing information, recommendations and/or direction as requested by assigned administrator.

This job reports to Program Administrator

Essential Functions

Assists in monitoring and maintaining fiscal records (e.g. State and Federal grants, budgets for assigned programs, inventory requisitions, payments, purchase orders, etc.) for the purpose of providing necessary support for budget adjustments and fiscal procedures.

Assures timely communications between department and County Office employees and County, State and federal agencies for the purpose of providing timely and necessary communication.

Attends a variety of meetings as required (e.g. preparing agendas, minutes and packets, etc.) for the purpose of ensuring organization and sharing of information.

Compiles reports (e.g. special projects, statistical information, Head Start procedural progress reports, etc.) for the purpose of ensuring all county state, federal compliances are followed.

Composes documents (e.g. correspondence, handouts, meeting agendas, flyers, etc.) for the purpose of ensuring implementation of necessary communications for Head Start/Early Head Start Program.

Maintains daily office hours for the department for the purpose of ensuring efficient daily operation.

Monitors safety of children in and around work areas (e.g. halls, multipurpose rooms, lunch room, restrooms, grounds, etc.) for the purpose of preventing injuries and ensuring site safety.

Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.

Performs personnel related procedures and activities (e.g. review and processing of time sheets, staff attendance/absence request forms, monitoring of substitute list and availability of substitutes, etc.) for the purpose of ensuring timely communications between department and County Office employees, State and Federal agencies.

Responds to a variety of inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information or direction and/or facilitating communication among parties.

Schedules appointments and meetings (e.g. administrator's calendar, travel reservations, assigned programs events, workshops, etc.) for the purpose of ensuring efficient and professional completion of necessary activities.

Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.

Welcomes and communicates with visitors (e.g. greeting visitors and answering telephones, providing information and/or redirecting visitors and callers, providing detailed information regarding County Office and department programs, etc.) for the purpose of ensuring accurate and timely communication.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; oral and written communication skills; interpersonal skills; business telephone etiquette; interpersonal skills; basic budget monitoring and control methods; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; policies, objectives and terminology of assigned program or functional area; principles and practices of training; applicable sections of the State Education Code; modern office practices, procedures and equipment; knowledge of Head Start Program requirements; and office practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying tact and courtesy; maintaining confidentiality; setting priorities; being attentive to detail; establishing and maintaining effective working relationships; working as part of a team; maintaining records; preparing reports; scheduling and coordinating arrangements; working independently; coordinating office processes; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Pre-Employment Health Screening

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Approval Date

Salary Grade

