

Secretary HS/EHS

Purpose Statement

The job of Secretary HS/EHS is done for the purpose/s of providing a variety of secretarial support to the Head Start/Early Head Start Program; assisting the Coordinator or Director with administrative matters requiring knowledge of department policies and procedures and related HS/EHS rules and regulations; organizing and coordinating office activities and communications; and distributing a wide variety of information and County materials.

This job reports to Program Administrator HS/EHS

Essential Functions

Attends department and/or in-service meetings (e.g. policy council, etc.) for the purpose of conveying and/or gathering information required to perform functions.

Communicates with visitors, staff, administration (e.g. greeting visitors, answering telephones, directing individuals, answering questions, providing necessary HS/EHS communication with YCOE departments and County, State and federal agencies, etc.) for the purpose of providing information and referring individuals to appropriate personnel.

Compiles reports (e.g. statistical information for federal, HS/EHS, state and YCOE reports, for multiple HS/EHS sites, etc.) for the purpose of ensuring implementation of necessary HS/EHS processes.

Coordinates office workflow (e.g. interviews, daily work processes, appointments, meetings, workshops, EHS/HS processes for van usage, events for assigned programs, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.

Inputs data into student data system (e.g. in-kind donations, etc.) for the purpose of ensuring accuracy of data.

Maintains a variety of manual and electronic documents files and records (e.g. purchase orders, time sheets, expense reimbursement requests, inventory requisitions, budget files, staff and children's health records, family support services records, EHS/HS Performance Standards records, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.

Manages HS/EHS van processes (e.g. check out and return, etc.) for the purpose of providing necessary scheduling and implementation of van transportation, following required guidelines.

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 safety.

Operates office equipment (e.g. computer, assigned software, etc.) for the purpose of providing necessary support for YCOE.

Performs personnel related activities (e.g. review and processing of times sheets, processing staff attendances/absences request forms, monitoring substitute list, notifying teachers of substitute availability, development of conference calendar, travel arrangements, etc.) for the purpose of providing necessary processes for program operation.

Prepares a variety of correspondence, reports and other materials (e.g. letters, memorandums, minutes, charts, periodic and ad-hoc reports, meeting agendas, grant applications, bulletins, letters and notices, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

Researches assigned topics (e.g. current practices, HS/EHS policies, education codes, etc.) for the purpose of providing information that address HS/EHS program and operation.

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; using pertinent software applications; preparing/maintaining accurate records; and multitasking for various HS/EHS sites.

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 understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: commonly accepted office application software and machines; vocational standards; and knowledge of HS/EHS regulations and personnel processes.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; meeting deadlines and schedules; working with detailed information/data; working effectively with diverse groups and individuals; problem solving; and working efficiently with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising 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, 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 is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Pre-Employment Health Screening
Pre-Employment Proficiency Test

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

Non Exempt

Approval Date

6/29/2018

Salary Grade

30