

River Valley Child Development Services

A leader in providing high quality early childhood care and education services
for children, families and communities

Job Description

Position:	Administrative Secretary-Tier I
Program:	Administration
FLSA Class:	Non-exempt
Position Accountable to:	Director – Business and Finance, Executive Director
Position(s) Accountable for:	N/A
Purpose of Position:	To assist Director – Business and Finance
Educational Requirements:	High school diploma or equivalent
Experiential Requirements:	0-1 year
STARS level:	II
Additional Training Required:	Fulfill requirements of Individual Staff Development Plan
Drivers License, Liability Insurance, and Acceptable Driving Record:	Required
Additional Required Certifications/Tests/Licenses:	STARS Certification

<p>Capabilities/Skills:</p> <p>Able to organize, work collaboratively in team environments, and maintain high level of confidentiality; provide excellent customer service.</p> <p>Reliable, responsible, dependable, and flexible.</p> <p>Possess excellent verbal and written communication skills; computer experience, specifically in MS Office; general knowledge of office machines.</p> <p>Knowledge of mathematics and application to business.</p> <p>Ability to travel; automobile at his/her disposal.</p> <p>Ability to follow directions.</p> <p>Attention to detail with ability to perform assignments efficiently and accurately.</p> <p>Must have an acceptable Criminal Investigation Background (CIB) check, may require Child Protective Services (CPS) check.</p> <p>Ability to lift various items such as: reams of paper, mail bags/boxes, office supply boxes and other items that need to be moved.</p> <p>.</p>

<p>Essential Responsibilities:</p> <p style="text-align: center;"><u>General</u></p>
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Adhere to NAEYC Code of Ethics.

Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency.

Keep supervisor informed on all relevant matters.

Program

Routine office duties including, but not limited to, typing, word processing, spreadsheets, graphic design, answering telephones, filing, mailings, copying, etc.

Typing and word processing.

Preparing routine correspondence.

Filing and assisting HR.

Mail Distribution.

Audit vendor files.

FDA food report.

Facilitate administration supply inventory.

Assist preparation USDA contract for centers.

Assist payroll with check distribution.

Assist Link and BTT with monthly newsletters.

Log and distribute UPS/FEDX deliveries.

Update Board of Directors Information

Complete and mail Charitable Contribution Forms

Any other duties as assigned by the Executive Director and Director - Business and Finance.

Employee

Date

Director

Date