

# River Valley Child Development Services

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

## Job Description

<b>Position:</b>	Administrative Secretary
<b>Program:</b>	Connect Child Care Resource & Referral
<b>FLSA Class:</b>	Non-Exempt
<b>Position Accountable to:</b>	Supervisor, Director – Connect CCR&R, Executive Director
<b>Position(s) Accountable for:</b>	N/A
<b>Purpose of Position:</b>	Perform secretarial duties for the CCR&R
<b>Educational Requirements:</b>	High school diploma or equivalent
<b>Experiential Requirements:</b>	0-1 year
<b>Additional Training Required:</b>	Fulfill requirements of Individual Staff Development Plan
<b>Drivers License, Liability Insurance, and Acceptable Driving Record:</b>	Required
<b>Additional Required Certifications/Tests/Licenses:</b>	N/A
<b>Provisional Period:</b>	Three months

<p><b>Capabilities/Skills:</b></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 when needed and have access to dependable transportation.</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>Must be eligible to meet requirements of STARS career pathway.</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>
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Must successfully pass pre-employment drug screening.

**Essential Responsibilities:**

**General**

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.

Complete ISDP requirements.

**Program**

Perform receptionist duties to include but not limited to: greeting customers, answering phones, processing mail, filing, copying, printing, and other duties as necessary.

Serve as first point of contact for customers requesting literature on consumer education, child care and community resources. Provide consultation to families on the necessary applications, documents, and basics about the program.

Maintain appearance of office lobby by keeping supplies, brochures and literature organized and furniture and floors clean.

Oversee all aspects of office mail including pick up of incoming mail, delivery of outgoing mail, tracking of all correspondence, faxes, and any other packages, sorting and distributing. Post outgoing mail by operating the postage machine or preparing it for inter-office delivery.

Serve as a notary for CCR&R.

Serve as the office manager of Voter Registration using the policies, procedures and requirements established by the WVDHHR.

Maintain records of office visitors.

Ensure that office supplies are in stock and report needs to supervisor or director. Maintain supply of forms printed and supplied by DHHR and reorder as needed.

Participating with unit in the WV Kids Count project, Provider Appreciation Day and "Take a Flower to Child Care Day".

Assist in maintenance of office equipment and report issues with equipment to equipment coordinator, supervisor, or director.

Regular travel within an assigned region.

Attend trainings, conferences and program in-services for professional development as required.

Any other duties assigned by the Executive Director, Director – Connect CCR&R, Supervisor.

**Job Duties:**

Submit bi-weekly timesheets on time and accurately.

Submit leave request forms as needed on time and accurately.

Complete and submit monthly travel reimbursement forms if applicable.

Pick up mail from facility mailbox daily.

Deliver mail to local post office or facility mailbox daily.

Prepare routing correspondence including labels.

Maintain recorded log of all incoming mail, faxes, and other documents that are dropped off.

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Post outgoing mail daily.

Contact a supervisor or the Director when orders arrive and date stamp packing slips as needed.

Serve as a back-up to check in deliveries if a supervisor or the Director are not available. Submit signed packing slips for orders that have arrived to the Director and date stamp the slips.

Maintain visitor sign in/out sheets and storage of the signed sheets. Keep office visitor log book current by replacing sign in sheets as needed and filing completed sign in sheets in a binder.

Offer each visitor the opportunity to vote. Keep all voter registration paperwork organized and order new forms as needed. Submit completed forms to the program director monthly. Answer client questions about voter registration as needed.

Coordinate lunch schedules with case managers and supervisors to ensure office and front desk coverage.

Notify potential visitors of office closings by preparing and posting signs reporting office closures, holidays and/or closed to the public days, trainings and staff meetings.

Print and distribute quarterly newsletters as requested.

Ensure consumer education posters and supply of resource booklets in literature racks are maintained and current.

Collect and report statistical data as needed.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_