

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 – Logan Office-Major Grant
Program:	Link Child Care Resource & Referral
FLSA Class:	Non-Exempt
Position Accountable to:	Supervisor, Director – Link CCR&R, Executive Director
Position(s) Accountable for:	N/A
Purpose of Position:	Perform secretarial duties for the CCR&R – Logan Office
Educational Requirements:	High school diploma or equivalent
Experiential Requirements:	0-1 year
Additional Training Required:	Fulfill requirements of Individual Staff Development Plan (ISDP)
Drivers License, Liability Insurance, and Acceptable Driving Record:	Not required
Provisional Employment Period:	3 months
Pre-Employment Requirement:	Must pass drug screening and have acceptable background check

Capabilities/Skills:

Able to organize and prioritize work effectively; work collaboratively and effectively in team environments; and maintain a high level of confidentiality.

Possess and demonstrate excellent customer service.

Able to engage effectively with the public and community.

Reliable, responsible, dependable, respectful, and flexible.

Possess and demonstrate excellent verbal and written communication skills, computer experience, specifically in MS Office.

Able to travel when needed; have access to dependable transportation.

Attention to detail with ability to perform assignments efficiently and accurately.

May need to be able to lift various items such as: reams of paper, mail bags/boxes, office supply boxes and other items that need to be moved.

Essential Responsibilities:

Agency

Adhere to the National Association for the Education of Young Children (NAEYC) Code of Ethics.

Complete Individual Staff Development Plan (ISDP) requirements annually.

Follow all Agency policies and procedures and promote agency philosophy and mission.

Work effectively within a diverse environment.

Keep supervisor informed on all relevant matters.

Submit all forms as requested in accordance with RVCDS policies and procedures.

Program

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

Answer multi-line switchboard and assist callers or transfer to appropriate staff person.

Participate in monthly Link CCR&R staff meetings.

Maintain recorded log of all incoming mail.

Serve as first point of contact for customers requesting literature on consumer education and community resources.

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

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

Maintain office supply inventory; notify Director when supplies are needed.

Maintain required forms; print or order forms as needed.

Maintain office visitor log book and fax log book.

Serve as a notary for CCR&R.

Participate on committees relevant to program/projects as requested.

Collect and report statistical data as required monthly.

Maintain appearance of office lobby by keeping supplies organized and toys in designated storage bins; clean office as needed.

Prepare routing correspondence including labels.

Distribute mail daily.

Assist in annually assessing the supply and demand for child care services in counties served by the Logan office.

Accept referrals from TANF and WV Works.

Cooperate with local DHHR staff to assist in finding appropriate child care for WV Works participants.

Distribute quarterly professional development calendar as requested.

Any other duties assigned by the Executive Director, Director - Link CCR&R, Supervisor.

Staff Signature: _____

Date: _____