

# 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 Assistant – Major Grant - Clarksburg
<b>Program:</b>	Choices Child Care Resource & Referral
<b>FLSA Class:</b>	Non-Exempt
<b>Position Accountable to:</b>	Supervisor, Director – Choices CCR&R, Executive Director
<b>Position(s) Accountable for:</b>	N/A
<b>Purpose of Position:</b>	Serve as Region II Administrative Assistant
<b>Educational Requirements:</b>	AA/or equivalent in child development, secretarial science, human services or a related field; Related field: social work, sociology, psychology, counseling, interpersonal communications or elementary or special education
<b>Experiential Requirements:</b>	Experience in human service field preferred
<b>Additional Training Required:</b>	Fulfill requirements of Individual Staff Development Plan
<b>Drivers License, Liability Insurance, and Acceptable Driving Record:</b>	May Require
<b>Provisional Employment Period:</b>	90 days
<b>Pre-Employment Requirement</b>	Must pass drug screening and have acceptable background check

<b>Capabilities/Skills:</b>
<p>Able to organize, work collaboratively in team environments, and maintain high level of confidentiality; provide excellent customer service.</p> <p>Able to be reliable, responsible and dependable.</p> <p>Possess excellent verbal, written communication and computer skills.</p> <p>Ability to engage effectively with the public and community.</p> <p>If applicable, must have the ability to travel.</p> <p>Must have an acceptable Criminal Investigation Background (CIB) check, may require Child Protective Services (CPS) check.</p> <p>Must apply to and remain on the STARS registry.</p> <p>Computer experience, including but not limited to Microsoft Office; general knowledge of office technology.</p> <p>Ability to lift various items such as: reams of paper, mail bags/boxes, office supply boxes</p>

and other items that need to be moved.

May need to be able to move file cabinets, desks, bookcases, etc. and/or unload trucks, as needed or requested.

**Essential Responsibilities:**

**Agency**

Adhere to NAEYC Code of Ethics.

Follow all agency policies and procedures.

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

Work effectively within a diverse environment.

Keep supervisor informed on all relevant matters.

**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.

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

Check office drop box at the beginning of the work day and as needed throughout the day.

Maintain recorded log of all incoming mail, post outgoing mail and distribute mail to appropriate staff daily.

Mail provider correspondence from case managers.

Verify orders when they arrive; date stamp invoices; maintain office file of invoice copies and send originals to RVCDS.

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

Maintain office supply inventory.

Prepare and send monthly postage report to RVCDS and order postage supplies as needed.

Assist Program Director with clerical aspects of Child Care Aware reporting requirements as needed.

Assist Program Director with clerical aspects of the quarterly report.

Maintain office visitor log book and fax log book by replacing sign in sheets as needed and filing completed sign in sheets.

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

Maintain supply of CCR&R Parent Resource Guide.

Assist in annually assessing the supply and demand for child care services in each county.

Serve as a Notary for CCR&R.

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

Provide technical assistance to providers who need help in accurately completing request for payment forms.

Check provider payment forms for accuracy by ensuring days and hours claimed correspond with days of attendance recorded on the sign in/out sheets prior to data entry.

Maintain a current child care provider referral list.

Collect and report statistical data as required on a monthly basis.

Participate on committees relevant to program/projects as requested.

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

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