

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-Major Grant
Program:	Link Child Care Resource & Referral
FLSA Class:	Non-Exempt
Position Accountable to:	Director – Link CCR&R, Executive Director
Position(s) Accountable for:	N/A
Purpose of Position:	Perform secretarial duties for the CCR&R
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:
<p>Able to organize and prioritize work effectively; work collaboratively and effectively in team environments; and maintain a high level of confidentiality.</p> <p>Possess and demonstrate excellent customer service.</p> <p>Able to engage effectively with the public and community.</p> <p>Reliable, responsible, dependable, respectful, and flexible.</p> <p>Possess and demonstrate excellent verbal and written communication skills, computer experience, specifically in MS Office.</p> <p>Able to travel when needed; have access to dependable transportation.</p> <p>Attention to detail with ability to perform assignments efficiently and accurately.</p> <p>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.</p>

Essential Responsibilities:
<u>Agency</u>
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.

Serve as first point of contact for all visitors coming into the main Link CCR&R office including but not limited to clients, providers, vendors, delivery personnel.

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

Assist visitors in finding the appropriate staff person to meet their request; make copies of any verification or other documentation as needed.

Attend monthly Link CCR&R staff meetings and take minutes; type meeting minutes within 48 hours after meeting and forward to Program Director; email to all Link CCR&R staff after Program Director approval.

Attends quarterly R&R/Regulatory/Licensing Collaboration meeting to take minutes; types minutes within 48 hours after meeting and forwards to Director.

Process mail daily from RVCDS main sorting area upon receipt.

Maintain recorded log of incoming mail, primarily client verification and any money orders; distribute mail daily to appropriate staff.

Check office drop box daily.

Maintain office supply inventory list; report when supplies are low to Program Director; assist with purchasing as needed.

Verify program orders when they arrive; date stamps and signs packing slips to submit to Purchasing Agent; submits copies to Director.

Maintain organization of office supply rooms.

Maintain provider listserv by updating at least monthly.

Email professional development calendar to provider listserv quarterly; email other correspondence as requested.

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

Maintain required forms; print or order forms as needed.

Maintain office visitor log book and fax log book.

Maintain conference room scheduling calendars; send list of scheduled events to RVCDS Administrative Secretary monthly; notify of updates as needed; post monthly in appropriate conference room.

Maintain staff in and out sheet for purposes of Disaster Preparedness and fire drills.

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

Serve as a notary for CCR&R.

Participate on committees relevant to program/projects as requested.

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

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

Take recyclable materials to recycle dumpster.

Prepare routing correspondence including labels.

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

Accept referrals from TANF and WV Works.

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

Assist subsidy staff in guiding parents to make informed choices in selecting child care and community resources.

Print and distribute quarterly newsletters as requested.

Back-up to run daily mail and deliver to post office.

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

Staff Signature: _____

Date: _____