

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
Program:	Choices Child Care Resource & Referral
FLSA Class:	Non-Exempt
Position Accountable to:	Supervisor, Director – Choices 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
Drivers License, Liability Insurance, and Acceptable Driving Record:	May Require
Provisional Employment Period:	90 days

Capabilities/Skills:

Able to organize, work collaboratively in team environments, and maintain high level of confidentiality; provide excellent customer service.

Able to be reliable, responsible and dependable

Possess excellent verbal, written communication and computer skills.

Ability to engage effectively with the public and community.

If applicable, must have the ability to travel.

Must successfully pass a pre-employment drug screening.

Must have an acceptable Criminal Investigation Background (CIB) check, may require Child Protective Services (CPS) check.

Must apply to and remain on the STARS registry.

Computer experience, including but not limited to Microsoft Office; general knowledge of office technology.

Ability to lift various items such as: reams of paper, mail bags/boxes, office supply boxes 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.

Assists Administrative Assistant in ordering office supplies.

Prepare routing correspondence including labels.

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

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

Prepare and send monthly postage report to Administrative Assistant; order postage supplies.

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

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

Maintain office visitor log book and fax log book.

Ensure consumer education posters and supply of resource booklets in literature racks are maintained and current; serve as a point of contact for customers requesting literature.

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

Serve as a notary for CCR&R.

Assist in counting provider payment forms for accuracy.

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: _____