

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:	WV Birth to Three Regional Administrative Unit (RAU)
FLSA Class:	Non-Exempt
RVCDS Class:	Part - time, 20 hours per week
Provisional Employment Period:	90 days
Position(s) Accountable to:	RAU Director, Executive Director
Position Accountable for:	N/A
Purpose of Position:	Provide administrative support services for RAU.
Educational Requirements:	High school diploma or equivalent
Experiential Requirements:	One (1) year of relevant experience preferred
Additional Training Required:	Fulfil requirements of Individual Staff Development Plan
Driver's License, Liability Insurance, and Acceptable Driving Record:	May be required
Pre-Employment Requirement:	Must pass drug screening and have acceptable background check

Capabilities/Skills:

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

Reliable, responsible, dependable, and flexible.

Possess excellent verbal and written communication skills; computer experience, specifically in MS Office; general knowledge of office machines.

Ability to travel when needed and have access to dependable transportation.

Ability to follow directions.

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

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

Ability to engage effectively with the public and Birth to Three practitioners.

Revised 5/28/20

Must abide by specific RAU procedure.

Physical Demands and Working Conditions:

Work in office environment with frequent interruptions. Requires sufficient physical activity and mobility to stand for prolonged periods of time (30 minutes or more), to stoop, bend, crouch, reach and twist; ability to lift, carry, and push items such as: reams of paper, mail bags/boxes, office supply boxes.

Manage number of requests and situations at one time. Work must be performed in an efficient, time sensitive pace.

Essential Responsibilities:

Agency

Adhere to NAEYC Code of Ethics.

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

Follow all agency policies and procedures.

Keep supervisor informed on all relevant matters.

Work effectively within a diverse environment.

Program

File documentation into child's educational record according to RAU procedures.

Open new educational records according to RAU procedures.

Submit bi-weekly timesheets on time and accurately.

Open and date stamp all incoming mail.

Greet visitors in a friendly and courteous manner.

Answer telephone, take messages, give information to callers, or route calls to the appropriate person.

Lock and unlock file cabinets daily.

Type and file letters, documents, reports, forms, etc.

Provide copies as needed. Ex. Intake packets, IFSP's, files.

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Check inventory of office supplies and submit orders to Administrative Assistant.

Assist in bulk mailings.

Attend and participate in monthly staff meetings.

Serve as backup person for Administrative Assistant as needed.

Any additional duties as assigned by Director and Executive Director.

Signature

Date