|  |  |
| --- | --- |
| Job Title: | **Administrative Specialist I** |
| Department: | **Child & Family Development** |
| Reports to: | **Director of Operations** |
| Grade: | **PS** |
| Supervises: | **N/A** |
| FLSA Status: | **Non-exempt** |
| Prepared by: | **Betsy Rees** |
| Date: | **July 15, 2021** |
|  | |
| Purpose:  To assist in the operation and support of the Child Development program. | |
| Essential functions:   * Assists with form updating as needed. * Prepares materials for enrollment acceptance mailing. * Maintains staff training log in ChildPlus. * Reviews USDA menus for completeness and compliance with USDA regulations. * Completes the yearly USDA-CACFP application with assistance from Director of Operations and other agency personnel. * Performs USDA site reviews and ensures documentation is delivered to Director of Operations in a timely manner, monitoring 30-40% of full time equivalent. * Maintains and updates Nutrition Manual and procedures. * Enters child attendance/meal attendance into ChildPlus as needed. * Completes USDA 5-day reconciliations on monitoring forms. * Ensures the USDA Review forms for Sponsored Facilities are complete as well as any required follow up. * Meets all USDA billing and program requirements. Ensures the Director of Operations is informed of any potential USDA billing obstacles. * Monitors the collection of USDA procurement forms; USDA Annual staff training checklists; and USDA served menus. * Maintains a database of USDA Food Substitution forms and sends updates to the Business Office as they are received. * Assists with annual USDA training for NMCAA classroom staff; revises Weebly USDA forms as required. * Collects, checks-in, and arranges for planned menus to be given to the nutritionist. * Distributes nutrition feedback from nutritionist. * Maintains classroom/meal attendance in ChildPlus; communicates with classrooms, DMT, and other staff as needed. * Generates and distributes attendance and sign-in sheets for classrooms at regular intervals. * Process Mental Health invoices & check requests. Enter mental health information on tracking spreadsheet. * Responsible for ordering child development forms from printer company. * Distributes daily incoming mail. * Prepares weekly outgoing mail and takes to Post Office or post box. * Monitors postage on hand; prepares postage order and procures. * Updates the mailing label data base and as well as personnel mailboxes. * Monitors gas cards on hand; prepares gas card purchase orders and communicates with suppliers for pick-up/delivery. * Provides clerical support for all Child Development staff. * Prepares Helping Hand awards, brochures, and participation certificates. * Assists in all phases of data entry when necessary and is prepared to provide back-up in case of absence. * Enters Family Outcome Tool results in ChildPlus. * Responsible for entering and tracking staff physicals and TB tests, First Aid, CPR, and Control of Infectious Disease Training (BBP); generates reports from ChildPlus and send reminders to employees and supervisors when requirements have expired. * Performs other related duties as required and assigned. | |
| Position Objectives:   * To support the USDA, licensing, and Head Start program requirements. * To represent the agency in a professional, friendly, and caring manner. * To respond to the needs of management and co-workers. | |
| **Measured by:**   * Head Start/Early Head Start, USDA, NMCAA and any other program audits results and outcomes. * Feedback from agency leadership and staff. * Flexibility to adjust to situations and react as necessary for the betterment of the agency. * Ongoing assessment. | |
| **Minimum Education:**   * High School diploma or equivalent experience. | |
| **Minimum Experience:**   * 2 years’ previous experience. | |
| **Essential Abilities:**   * A commitment to the NMCAA philosophy and mission. * Ability to maintain confidentiality. * Ability to interact positively with co-workers and clients in a non-judgmental, tactful, and courteous manner. * Ability to suggest innovative approaches in completing job responsibilities. * Ability to work openly and cooperatively as a team member. * Ability to perform physical tasks to carry out specific job duties. | |
| **Minimum Skills Required:**   * Working knowledge of basic office skills * Time management * Thoroughness * Collaboration skills * Good organizational skills * Flexibility | |
| **Minimum Physical Expectations:**   * Physical activity that always requires keyboarding, sitting, phone work and filing. * Physical activity that always requires extensive time working on a computer. * Physical activity that sometimes requires travel by car and/or air. * Physical activity that often requires lifting under 25 lbs. * Physical activity that often requires bending, stooping, reaching, climbing, kneeling, and/or twisting to access files and records. * Physical activity that sometimes requires lifting over 25 lbs. but not more than 50 lbs. | |
| **Minimum Environmental Expectations:**   * The Administrative Specialist I position operates in an office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. | |