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| 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** |
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| 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.
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| 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.
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| **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.
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| **Minimum Education:*** High School diploma or equivalent experience.
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| **Minimum Experience:*** 2 years’ previous experience.
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| **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.
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| **Minimum Skills Required:*** Working knowledge of basic office skills
* Time management
* Thoroughness
* Collaboration skills
* Good organizational skills
* Flexibility
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| **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.
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| **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.
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