|  |  |
| --- | --- |
| Job Title: | **Administrative Assistant** |
| Department: | **Administration** |
| Reports to: | **HR Director, Executive Director** |
| Grade: | **DS** |
| Supervises: | **N/A** |
| FLSA Status: | **Hourly, non-exempt** |
| Prepared by: | **HR Director** |
| Date: | **March 17, 2021** |
|  |
| Purpose:The Administrative Assistant supports the Human Resources Director and the Executive Director to ensure that communications with the Board are timely and that employment records are up to date and accurate to comply with State, Federal, and agency grant requirements.  |
| Essential Functions:* Set up appointments and monitor the Head Start and Early Head Start fingerprinting process. Complete background checks for other agency departments.
* Process terminated employee files and records.
* Set up process to send letters of appreciation of service to former employees.
* Process and maintain records pertaining to Workers’ Compensation.
* Assist with UKG data management.
* Complete Board correspondence as needed. Prepare meeting documents and supplies. Provide back-up for taking meeting minutes and/or the planning of meeting luncheons.
* Update FacsPro monthly with Board meeting information.
* Coordinate all activities of producing the Annual Report.
* Complete the BCAEO yearly update to FacsPro.
* Participate as a member of the Employee Connections Committee.
* Develop and maintain the NMCAA Supervisor Manual in Weebly.
* Perform other related duties as required and assigned.
 |
| Position Objectives:* To coordinate activities with various areas of the agency.
* To meet guidelines as needed and required.
* To respond to the needs of management and co-workers.
* To represent the agency in a professional friendly, and caring manner.
 |
| **Measured by:*** Head Start / Early Head Start and agency program audits and outcomes.
* Feedback form 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:*** Two 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 or 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 Assistant position operates in an office setting. This role routinely uses standard office equipment, such as computers, phones, photocopiers, filing cabinets, fax machines, etc.  |