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| Job Title: | **Administrative Specialist II** |
| Department: | **Child & Family Development** |
| Reports to: | **Director of Operations** |
| Grade: | **PS** |
| Supervises: | **N/A** |
| FLSA Status: | **Non-exempt** |
| Prepared by: | **Betsy Rees** |
| Date: | **July 14, 2021** |
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| Purpose:To assist in the operation and support of the Child Development program.  |
| Essential functions:* Responsible for Early Head Start and Head Start incident reports.
* Responsible for all form updates in conjunction with the Forms Committee.
* Tracks Staff Training Requests.
* Performs USDA site reviews and ensures documentation is delivered to Director of Operations in a timely manner, monitoring 30-40% of full time equivalent.
* Completes the monthly USDA Claim.
* Completes USDA 5-day reconciliations on monitoring forms.
* Completes monthly USDA reimbursement claim.
* Maintains classroom/meal attendance in ChildPlus; communicates with classrooms, DMT, and other staff as needed.
* Enters child attendance/meal attendance in ChildPlus as needed.
* Distributes daily incoming mail.
* Prepares weekly outgoing mail and takes to Post Office or post box.
* Processes gas card orders from staff and maintains Excel spreadsheet, signature, and serial number book.
* Assembles gas card envelopes.
* Maintains Head Start Policy Council correspondence including NMCAA website (agenda, minutes, notices, etc.).
* Schedules facility for Policy Council meetings.
* Maintains monthly Policy Council minutes notebook.
* Prepares Policy Council Orientation Packet for new members. Maintains a current roster of Policy Council members.
* Prepares annual Policy Council binders.
* Prepares check requests for mileage and childcare expenses for Policy Council representatives.
* Provides clerical support for all Child Development staff.
* Maintains and updates manuals (Transportation, Procedure, Parent Handbook, and resource directories).
* Orders name tags and name plates as needed.
* Maintain and order office copier supplies.
* Order, inventory, and send in for calibration of the Child Development program hearing and vision screening equipment.
* Processes purchase orders for Head Start and Early Head Start.
* Participates with the Procedure Manual Committee and maintains and updates Weebly.
* Sets up recruitment appointments and maintains appointment calendars.
* Submit newspaper & online advertisements for vacant personnel positions.
* 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 or 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 II 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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