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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. | |
| 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 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 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. | |