

SHASTA HEAD START CHILD DEVELOPMENT, INC

Administrative Assistant

Supervisor: Executive Director

Classification:

Non-Exempt

Mission

Shasta Head Start, a non-profit agency, is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

Position Summary

To provide support services for Executive Director, Deputy Director, Operations Director and Management Team.

Essential Duties and Responsibilities

- Compile and produce statistical reports, grant documents, contracts, memorandums of understanding, interagency agreements, budgets and other reports as directed by Executive Director.
- Assist directors in preparing for monthly Policy Council, Board of Director and management meetings, keeping accurate records as needed.
- Maintain accurate minutes of management meetings as required.
- Arrange and track training and travel reservations and per diem for staff attending trainings and/or conferences.
- Establish, develop, maintain, and update filing system for the Executive Director.
- Assist in coordinating the activities involved in program planning, self assessment, community assessment, and program goals and objectives as directed.
- Schedules appointments/meetings for Executive Director, Deputy Director and Operations Director.
- Assist as needed in design, preparation, updates, printing, and distribution of agency calendar, parent handbooks, parent newsletter, brochures, flyers, and other documents as directed.
- Oversee projects assigned by Executive Director, Deputy Director or Operations Director.
- Responsible for general clerical duties as assigned.

Maintain Professional and Ethical Standards

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings, and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct.

Qualifications

Knowledge and Skills

- Ability to read, analyze, and interpret legal documents
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community
- Ability to write well organized and accurate reports and documents
- Ability to speak effectively before groups and staff and present information to top management and/or boards of directors.

- Ability to use basic math skills and to compute rate, ratio and percent; ability to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardizations exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Education/Training and Experience

Minimum

Associate of Arts degree or two years related experience

Other Skills and Abilities

- Must possess a typing certificate of 55 wpm or higher and ability to use Word, Excel and Windows software programs, format and work in tables and to produce lengthy error free documents.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds. The employee must be able to occasionally lift 20 pounds overhead and 40 pounds from waist to shoulder. The employee frequently lifts and/or moves up to 40 pounds, and occasionally lifts 50 pounds from floor to waist. The employee must be able to push/pull up to 50 pounds horizontally. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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ACKNOWLEDGEMENTS:

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HIRING SUPERVISOR.

Employee (Print)

Employee Signature

Date

Supervisors Signature

Date

Supervisors Title