

**Oregon Child Development Coalition
JOB DESCRIPTION**

Position Title: Sr. Administrative Assistant
Wage/Hour/Status: Exempt Non-Exempt
Pay Grade: 11
Reports to: Program Director

Employee's signature of acknowledgment and understanding of this document:

_____ *Name*

_____ *Date*

Position Summary:

Provides administrative support to the Director. Supports the needs of the program by completing service area tasks and projects.

Essential Functions:

Regular and consistent attendance is an essential function of this position.

Administrative and Clerical Support

- Compiles, stores, retrieves, and reports organizational and program data as needed.
- Creates and maintains databases and spreadsheet files.
- Transcribes, formats, edits, copies, proofreads, and translates text and data.
- Prepares meeting agendas and minutes.
- Organizes large volumes of information.
- Processes routine correspondence.
- Responds to routine requests for information.
- Assists with special projects or other department activities.
- Works independently and within a team on special and nonrecurring and ongoing projects.
- Maintains county calendar.
- Schedules interpreter.

Fiscal Administration

- Monitors and updates as needed budget information.

Supervision

- Supervises clerical staff as assigned by the director.

Support and Coordination

- Works cooperatively with management team to coordinate logistics and materials for meetings.
- Attends management and other meetings as directed.
- Assists with developing and coordinating training in such areas as Child Care Division Regulations and Head Start Performance Standards.
- Provides additional support to Administrative Assistant – Fiscal during peak season.

Monitoring and Compliance

- Assists with program compliance.
- Monitors personnel and fiscal files.
- Ensures agency work-plan and county procedures are in place and followed.

Development and Implementation

- Develops and implements county systems and processes

Leadership

- Act as a lead person at the request of the Director, which may include: planning and coordinating multiple presentations, disseminating information, and organizing agency wide events.

Program Knowledge

- Fostering an understanding of Head Start, its mission, goals, objectives, and program services.

Professional Development

- Attends staff and other meetings.
- Attends conferences, training, and workshops.

Other Responsibilities

- Maintains high level of confidentiality and protects agency operations.
- Applies safety practices in all facets of the performance of duties.
- Immediately reporting any unsafe or hazardous working conditions and/or any injury.
- Provides emergency services as an Mandatory First Responder.

Education and Job Requirements:

- AA/AS degree or equivalent in business, communications, management or a closely related field, AND
- 3 years of solid office/secretarial experience, AND
- 1 year supervising others.

Other Job Requirements:

1. Ability to respond well in highly stressful work situations.

2. Ability to work well with others.
3. Ability to type accurately.
4. Ability to take and transcribe meeting notes.
5. Ability to travel occasionally.
6. Ability to pass agency sponsored physical examination.
7. Possess a valid driver's license, acceptable driving record, and current auto insurance coverage.
8. Current First Aid and CPR cards with infant CPR.
9. Ability to relate positively to children and adults.
10. Must be enrolled in Oregon Criminal History Registry.

Other Skill Requirements:

1. Bilingual English/Spanish required.

2. Must have ability to operate computers and possess intermediate knowledge Microsoft Office Suite (Word, Excel, Outlook, Power Point) and other software.
3. Excellent organizational skills.
4. Excellent communication skills.
5. Perform duties with moderate direction given, operating from established directions and instructions. Decisions are made within general agency policy constraints, but frequently requires independent decision-making.

Physical Requirements of the Job:

Please see attached Physical Job Analysis.

Job Conditions:

There may be frequent interruptions, working alone, evening or weekend work, which requires ability to work under extreme work place pressure and in a congested or close office environment. Must frequently meet tight deadlines and have the flexibility to adjust to changing work schedules and receive information from different sources.

Mental Requirements of the Job:

Must be able to relate and continually interact positively to co-workers, visitors, and other external contacts to provide information. Frequently faces deadlines with attention to detail and must complete tasks in a timely manner. Must gather, organize, analyze, and prioritize work to make presentations to local staff.

This agency believes that each employee makes a significant contribution to our success. This job description in no way implies that these are the only duties to be performed by the employee. At all times, employees will be required to follow any instruction and to perform any other duties within this or a lower job level upon the request of the supervisor. At times, employees may also be required to perform higher level duties.