

Oregon Child Development Coalition

JOB DESCRIPTION

Position Title: County Program Support Secretary
Wage/Hour/Status: 5 Non-Exempt
Reports to: Program Director or Program Manager

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

Name

Date

Position Summary:

Provides administrative services to Program Director and Management Team including written reports, data collection, travel and meeting arrangements, appointments, trainings and conferences.

Essential Functions:

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

1. Serves as receptionist and welcomes visitors by:
 - a. Greeting them in person or on the telephone, answering or referring inquiries and directing them to appropriate program personnel.
 - b. Giving tours to visitors and prospective parents.
2. Maintains security by:
 - a. Following procedures, monitoring visitor logbook, issuing visitor badges.
3. Coordinates local county activities by:
 - a. Working cooperatively with local county staff to coordinate logistics for on-site trainings, parent and other meetings to include setting up the room, ordering food, making photocopies and other tasks as requested.
 - b. Attending parent and other meetings and taking minutes as directed.
4. Organizes work and produces information by:
 - a. Transcribing, formatting, editing, copying, proofreading, text and data.
 - b. Reading and routing correspondence, collecting information, processing incoming mail and distributing to appropriate personnel. Distributes mail by retrieving or receiving items from post office and delivery services, opening and sorting by addressee, destination and type, and delivering items.
 - c. Assisting with translation and interpretation services, as needed including meeting minutes, agendas and handouts.

5. Assists Administrative Assistants in ensuring proper distribution of payroll checks by:
 - a. Issuing pay checks to employees.
 - b. Making appropriate copies and filing them accordingly.
 - c. Maintaining check verification log and ensuring that employees sign log verifying receipt of their payroll check.
6. Assists family service compliance with Child Care Division (CCD) Regulations by:
 - a. Receiving co-payments from eligible parents as directed.
7. Keeps equipment (copy machines, postal meter, fax machine and translation equipment, etc.) operational by:
 - a. Following manufacturer's instructions and established procedures.
 - b. Calling for repairs as directed.
 - c. Monitoring postage reserves by monitoring balances and requisitioning requests.
8. Maintains local county inventory supply by:
 - a. Ordering, receiving, and distributing office and other supplies following Program Director authorization and Agency purchasing guidelines.
 - b. Determining needs for supplies per Program Director.
 - c. Maintaining and enforcing inventory/supply system.
9. Contributes to team effort by:
 - a. Attending staff and other meetings as required.
 - b. Accomplishing tasks as assigned and directed.
 - c. Attending conferences, training, and workshops as requested to update skill levels and maintain technical knowledge.
 - d. Fostering an understanding of Head Start, its mission, goals, objectives, and program services.
10. Maintains confidentiality and protects agency operations by:
 - a. Keeping information confidential.
11. Continually applies safety practices in all facets of the performance of duties by:
 - a. Complying with agency safety standards.
 - b. Supporting participation of a safe environment.
 - c. Immediately reporting any unsafe or hazardous working conditions and/or any injury.
12. Other responsibilities:
 - a. Performing other work related or assigned duties, which could include the responsibility of opening and closing the center, accepting medication in the absence of health staff, or distributing supplies to classrooms.

Education and Job Requirements:

High School Diploma with at least 2 years of experience in an office/secretarial environment.

Other Job Requirements:

1. Must be registered with Oregon's Central Background Registry.
2. Ability to pass agency sponsored physical examination. TB test documented.

3. This position is an authorized driver and must possess current driver's license, good driving record, and auto insurance coverage as defined by OCDC Policy.
4. Ability to type accurately.
5. Ability to take and transcribe meeting notes.
6. Ability to obtain current First Aid and CPR cards with infant/child CPR.
7. Ability to travel occasionally.
8. Ability to relate positively to children and adults.

Other Skill Requirements:

1. Bilingual English/Spanish preferred. **Spanish fluency may be required at some work sites.**
2. Must have ability to operate computers and possess basic knowledge of MS Windows, Microsoft Word 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:

See Human Resources for 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.