Champaign County Regional Planning Commission

POSITION DESCRIPTION

Position: Administrative Secretary
Reports To: Head Start Director
Supervises: N/A
FLSA Status: _____ Exempt       __X__ Non-Exempt

Position Purpose:
Performs general secretarial duties for department staff, including typing of reports, grants, and other general correspondence, performs general data entry utilizing a variety of computer software programs, answers phones and schedules meetings and appointments. Maintains operation of database and compiles the annually required Head Start Program Information Report.

Specific Duties and Responsibilities:
- Implement Active Supervision of Children procedures to ensure each child is safe and accounted for at all times.
- As appropriate, answers client inquiries and requests for services and refers clients to appropriate department staff.
- Answers telephone and takes messages or refers caller to appropriate employee or division.
- Compiles statistical and other data and enters data into computer system utilizing a variety of software programs.
- Photocopies grants, reports, mailings, and other correspondence as needed.
- Types reports, letters, grant applications and other forms of correspondence.

General Duties and Responsibilities:
- Uses available technology to increase efficiency, maintain accurate up to date records and produce accurate, up-to-date reports.
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:
- Good knowledge of modern office procedures, equipment, software and web-based applications.
- Must be detail-oriented and possess good organizational skills.
- Ability to establish and maintain good working relationships with staff and public.
- Ability to make routine computations, enter data accurately, communicate messages accurately and efficiently, and to present a good public relations image of the organization to outside callers.
- Must have good oral and written communication skills.
- Must be able to use email, spreadsheets, database and word processing software as well as web-based applications.
- Must be able to learn new computer software programs, and attend training in other areas of job knowledge deemed necessary by the program managers.
- Knowledge, skills, and secretarial knowledge equivalent to completion of four years of high school with training in computer software applications. Some additional education and training in office management preferred.

**Essential Functions:**

This document contains a description of a general class of positions within the Champaign County Regional Planning Commission Salary Administration Program. The description contains examples of duties and responsibilities that may or may not be considered to be “essential functions” to a particular job or position within this job class. “Essential functions” are to be determined at the position or job level within each department.

Approved by Policy Council 2016

Signature of Employee_________________________ Date________________