

Champaign County Regional Planning Commission

POSITION DESCRIPTION

Position: Administrative Secretary

Reports To: Head Start Director

Supervises: N/A

FLSA Status: Exempt 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 inquires 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 detailed-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.

