

# Champaign County Regional Planning Commission

## POSITION DESCRIPTION

Position Title:	Administrative Assistant
Reports To:	Early Childhood Division Director
Supervises:	None
FLSA Status:	Non-Exempt
Pay Grade:	3

### **General Duties:**

The Administrative Assistant is responsible for providing support to the Early Childhood Division Director and Managers and performing general office 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. The Administrative Assistant also maintains operation of the data systems 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.
- Welcomes and escorts visitors in a courteous and professional manner as needed.
- 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.
- Scans and copies grant documents, reports, mailings, and other correspondence as needed.

- Types reports, letters, grant applications and other forms of correspondence.
- Uses available technology to increase efficiency, complete data entry, and maintain and produce accurate, up to date records and reports.
- Uploads documentation onto website for meetings, activities, etc.
- Prepares and emails board meeting documents to the Policy Council and RPC Administrative Assistant.
- Schedules meetings as requested.
- Serves as a point of contact for copier/printer issues as needed.
- Maintains budget tracking of the Training and Technical Assistance Plan.
- Researches supplies, equipment, training, etc.
- Completes Purchase Orders as needed.
- Orders supplies and maintain an appropriate level of supply inventory.
- Runs monthly attendance reports for all the full-day classrooms (EHS & HS).
- Use spreadsheet to record the number of eligible days, days present for each child. Fiscal Specialist in charge of billing gives reports from the full-day sites of children who are approved by CCRS or DHS for less than 5 full days.
- Work with the Fiscal Specialist on resolving issues on regarding the children's start dates or withdrawal dates.
- Run reports from ChildPlus combining all four sites to be used for fiscal specialist to enter CACFP claim in the ISBE website
- Supports managers with on-boarding new employees such as using the copy machines, telephone system, etc.
- Completes conference registration and travel arrangements
- Completes registration for online courses.
- Runs and reviews the Program Information Report for accuracy every August and uploads to the Office of Head Start's website.
- Performs other duties as assigned.

### **Required Knowledge, Skills, Characteristics and Abilities:**

- At a minimum, High School Diploma or GED equivalent. Associates Degree preferred.
- At least three years of administrative assistant or secretarial experience, preferably in an education environment.
- Bilingual (English and Spanish) with the ability to fluently converse and write in Spanish.
- At least one year of fiscal experience preferred.
- Experience working with diverse populations preferred.
- Respect for the principles of Equal Employment Opportunity and Americans with Disabilities Act.
- Must meet all requirements of Illinois Department of Children and Family Services.

## **Essential Functions:**

For any program option and/or event, the ability to:

- Align with the vision, mission, and values of the organization
- Use oral and written communication, and interpersonal skills related to children, families, and community agencies
- Utilize technology to meet program requirements
- Work in a fast-paced work environment
- Adjust to change frequently
- Work independently and meet strict deadlines
- Learn the Head Start and other agency rules and regulations within three months
- Utilize modern office procedures, equipment, software and web-based applications
- Make routine computations, enter data accurately, and communicate messages accurately and efficiently.
- Ability to use email, spreadsheets, database and word processing software as well as web-based applications
- Learn new computer software programs and attend training in other areas of job knowledge deemed necessary by supervisor
- Coach staff on reports, data systems, etc.
- Work weekends and evenings as needed
- Solve and analyze problems
- Self-reflect on performance and services
- Organize office area, projects, documents, meetings, etc.
- Manage time to meet deadlines, work duties, and work schedule
- Utilize a computer and data programs to meet program requirements
- Travel to meetings, training, service delivery, and other work sites
- Sit, stand, and walk 95% of work week
- Travel 5% of work week

## **Work Environment:**

- Occasional adjustments of office furniture
- Primarily climate controlled with minimal safety/health hazard potential
- Occasional bending, squatting, pushing, pulling, lifting, carrying and/or moving up to 50 pounds
- Noise level may fluctuate depending on visitors within the office or centers
- Frequent near-vision use for reading and computer work

- Travel to meetings, trainings, and other work sites

**Disclaimer:**

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Signature of Employee \_\_\_\_\_

Date \_\_\_\_\_