

Maui Economic Opportunity, Inc.

Job Description



Job Title: Head Start Administrative Assistant
Department: Early Childhood Services
Reports To: Director
FLSA Status: Non-exempt
Prepared Date: March 2001
Updated: June 2022
Pay Grade: HSS-4

SUMMARY:

Provides administrative support to the Director, Assistant Director, program staff and Policy Council as directed. Performs a variety of high-level clerical duties and acts as a receptionist for the Head Start office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administrative Assistant Instructions:

- Keep the Head Start Director and Assistant Director aware of deadlines, appointments and priority work.
- Answer incoming telephone calls, determine the purpose of callers and forward calls to appropriate personnel.
- Retrieve messages from voice mail and forwards to appropriate personnel.
- Provide callers with general public address, directions, program eligibility requirements, policies, and other information.
- Greet on-site clients and visitors, determines the nature of business, and announces visitors or clients to appropriate personnel; schedules appointments as needed.
- Monitor visitors' access into office facilities, providing guidance when necessary for other departments within the agency.
- Provide Head Start staff with appropriate material and information regarding office and program activities and events.
- Gather and assemble material and data required by the program for correspondence, reports and proposals.
- Format and circulate letters, correspondence and reports as appropriate.
- Compile and finalize grant or contract information; obtain proper signatures, etc.
- Copy correspondence, reports, or other program materials as needed.
- Assist with seeking quotes for program purchases of materials and equipment.
- Maintain a complete and current mailing list for all Policy Council members, Head Start committee and business associates.
- Assist to schedule Policy Council meetings; secures location, and coordinates the physical set up; copies agenda, circulates Council packets ten days prior to meeting and takes minutes in support of the Policy Council Secretary.
- Schedule and coordinate office staff meetings; prepares agenda, takes minutes, and circulates minutes to all staff.
- Work with the Purchasing Specialist to process requisitions and orders for program and department use.
- Maintain administrative files, including copies of requisitions and Policy Council meeting records.
- Order and maintain office supply inventory.
- Order and maintain nutritional and janitorial supplies for Head Start centers; separates received supplies and distributes inventory to the appropriate centers.
- Assist with establishing and maintaining annual program calendars, including assistance in tracking of dates, hours, and revisions.

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- Assist with updating staff hours using the time tracking system, and assisting with timesheets for program staff.
- Managing program petty cash and any business checks provided as payment or reimbursement to program staff.

Professionalism:

- Promotes and maintains a high level of customer service ensuring that client's needs are met.
- Attend pre-approved workshops and training related to administrative assistant elements relevant to this position.

Operational:

- Report all incidents and/or occurrences of child abuse or suspected child abuse to supervisor, Head Start Director or designee, and Child Welfare Services (CWS) immediately.
- Assists with input of program data to the ChildPlus Management System as requested.
- Assist with tuition payments and receipt management for fiscal consolidation.
- Assist with monitoring incoming applications for placement in infant and toddler program; including communicating with families to confirm interest and confirm placement.
- Maintains confidentiality at the highest level.
- Promotes and maintains safety culture for staff and clients.
- Regular attendance.

NONESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- None

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- General knowledge in the administration of an early childhood or similar type program.
- Organized, detail and task oriented.
- Ability to use good judgment.
- Excellent interpersonal skills, which include, verbal, written and listening.
- General understanding of budget development, financial management, grant writing, and report writing.
- Knowledge and application of proper telephone etiquette.
- Working knowledge of computer applications including word processing, e-mail, Internet access, mail merge, spreadsheets and desktop programs.
- Working knowledge of basic office machines.
- Ability to travel on occasions for seminars, conventions, training, meetings, etc.

EDUCATION and/or EXPERIENCE:

- Bachelor's degree from two-year College or university, or equivalent combination of education and experience.

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LANGUAGE SKILLS:

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Works well under pressure.
- Cooperative and polite team player.
- Ability to interact, relate and have compassion for persons with mental and/or physical disabilities.
- Ability to interact and relate to children and families.
- Ability to establish working relationships with appropriate community agencies.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid driver's license and access to an insured vehicle.
- CPR/First Aid certification.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is:

- Frequently required to sit; use hands to finger, handle, or feel; and talk or hear.
- Occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is:

- Occasionally exposed to moving mechanical parts and outside weather conditions.
- The noise level in the work environment is usually moderate.