

JOB DESCRIPTION

JOB TITLE: Secretary

SUPERVISOR: Head Start Director

WORKING HOURS: Monday through Friday - 8:30 a.m. to 5:00 p.m. (Normally)

WORK STATION: Head Start Administrative Office

DUTIES AND RESPONSIBILITIES:

1. Ensure that the secretarial office is run effectively and efficiently
2. Process incoming and outgoing mail; routes documents to proper source
3. Ability to communicate in person and by phone, to be tactful and courteous and use decorum in projecting a favorable public image
4. Take inventory, order office supplies when needed and track supply budget to meet School Readiness needs
5. Fill supply requisitions for office supplies from teaching staff
6. Ensure office machines run efficiently
7. Take minutes at designated meetings
8. Update and prepare Operating Policy/Performance Standards Work Plans and Personnel Policy Books
9. Data entry for all children's applications, generate letters to parents and generate reports for the Family Engagement Manager
10. Generate periodic PIR Reports and analyze data for accuracy for the ERSEA Area
11. Review and sign bus driver's bi-weekly timesheets
12. Organize and type purchase orders used by the program
13. Place advertisements for vacant positions and post on EIC website
14. Handle the criminal records check process for all new substitutes, three year requalification and maintain CRC files on all active substitutes

15. Attend School Readiness Team Meetings
16. Assist with other program duties when deemed necessary
17. Attend local and out-of-area workshops and training
18. Support all Head Start service areas
19. Perform related duties as required

DESIRABLE SKILLS AND QUALIFICATIONS:

1. Good clerical skills.
2. Ability to work independently with minimal supervision
3. Ability to effectively communicate in person and by phone, to be tactful and courteous and use decorum in projecting a favorable public image.
4. Ability to use office machines and equipment.
5. Knowledge of computers and Microsoft Programs.
6. Ability to organize and plan.

EDUCATION AND EXPERIENCE:

Associate degree in Business Administration or related field preferred or High School Graduate with two years office experience.