## JOB ANNOUNCEMENT

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Administrative Assistant II</th>
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</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Head Start Program</td>
</tr>
<tr>
<td>Employment Status:</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>Grade:</td>
<td>NE7</td>
</tr>
<tr>
<td>Opening date:</td>
<td>August 20th, 2019</td>
</tr>
<tr>
<td>Closing Date:</td>
<td>September 3rd, 2019</td>
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</tbody>
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### Job Summary

Serves as the principal assistant to the Director. Assists the Director in planning, coordinating and scheduling of all personnel, financial, programmatic activities, and administration related to the overall management of a quality Head Start Program. Performs and/or oversees a variety of associated administrative support and research activities, some of which require advanced or specialized knowledge and skills, such as specialized recordkeeping and database management, and/or specified information-gathering projects and tasks related to the requirements as identified in the Office of Head Start Performance Standards. Performs administrative functions for the office.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

### Duties and Responsibilities

- Assists Director by coordinating office services, providing administrative/secretarial support for the department such as answering telephones, assisting visitors, and resolving and/or referring a range of administrative problems and inquiries such as personnel, workflow/work plans, and overseeing reporting procedures for implementing cost effective management.
- Greets internal and external children, parents, families, and visitors; determines nature of business and announces to appropriate personnel maintaining professional and courteous demeanor.
- Oversees operating practices, such as recordkeeping systems, forms control, office layout, suggestions systems, and up grading or revising department, policies, procedures and/or processes.
- Keeps accurate and organized filing system for staff, time and attendance records for staff, new staff, terminations, transfer Personnel Change Notices, prepares correspondence, reports, minutes, agendas, memos, forms, directories, resolutions, ordinances, Service Plans, newsletters, and curriculum and other documents and communications from drafts, recordings, or verbal instruction as requested.
- Maintains accuracy in typing all correspondence and documents for Head Start.
- Coordinates inter-office communication; disseminates relevant information to employees and community members. Review, log, prioritize, and route correspondence.
- Maintains financial records; helps prepare budget needs and reports; processes purchase orders and checks; accepts payments; processes payroll; processes accounts payable, purchasing, and travel documents.
- Maintains a process for ensuring TimeForce Workflow is operating effectively and time punches are registering daily for each employee, gathers all PTO and Supplemental time sheets, and ensures their timely input into the system for all timesheets to be submitted for the Director’s approval.
Maintain a variety of files and records of information, establishes, maintains, and updates files, databases, records, and/or other documents; develops and maintains data, and performs routine analyses and calculations in the processing of data for recurring internal reports including but not limited to the Head Start and USDA Grant, Self-Assessment, Program Information Report, Service Plans, Policies and Procedures.

Gather, organize, and prepare information for routine reports.

Assists Director with Head Start grant including training plans, follow-up, overseeing staff descriptions, and overall program development.

Researches information, compiles statistics, and gathers and computes various data; prepares special and/or one-time reports, summaries, or replies to inquiries, selecting relevant data from a variety of sources.

Must coordinate Policy Council meetings including scheduling, preparing agenda, approval sheets, and meeting minutes.

Must attend staff meetings, Parent Committee, Policy Council and Health Advisory Committee, or any other meetings for program development to take minutes type and distribute to members and staff.

Maintains and operates office machines, equipment, and computers. Performs or coordinates general maintenance and repair following line of authority for approval to process.

Oversees inventory and supplies in storage, and orders supplies as needed.

Serves as an Administrator for the ChildPlus database.

Assists for compiling, typing, coping, and distributing parent newsletter each month.

Posts and monitors calendar of events, appointments, and deadlines.

May arrange accommodations and/or entertainment for visitors and the monthly changes for bulletin board.

Picks up and delivers to/from Post Office, Tribal Office Tribal Accounting or other assigned pick up/drop off locations.

Perform other duties as assigned.

**Minimum Qualifications**

- High School Diploma or GED.
- Associate’s Degree preferred.
- Required to obtain and maintain CPR and First Aid Certification.
- Three years administrative support experience preferred.
- Computer and database skills required.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation. If required must successfully have a negative Tuberculosis Test and pass a Physical Exam.

*Tribal preference and Native American Indian preference shall apply to all positions.*

**Knowledge, Skills and Abilities**

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of computerized information systems including basic program accounting procedures.
- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Knowledge of Tribal Polices, and Grant procedures and be willing to learn about the Head Start Performance Standards.
- Knowledge of creating an Apache Culture Climate, knowledgeable of the Apache language, well acquainted with the Mescalero Apache Culture, and have knowledge of the Apache way or be willing to take classes to learn these skills.
- Ability to supervise staff and accept direction from the Director.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint) and ChildPlus Database Tracking Software.
- Skill in the ability to multi-task and meet deadlines in an order of precedence.
- Ability to communicate effectively both verbally and in writing
- Ability to be dependable, self-starting, self-motivating, and able to problem solve.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers and parents and families at all levels.
- Ability to represent organization in a professional manner, building respect and confidence in the community.
- Ability to gather data, compile information, and prepare reports.
- Ability to create, compose, and edit written materials.
- Ability to maintain calendars and schedule appointments.
- Ability to maintain confidentiality at all times.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to grow professionally, accept constructive criticism, and develop yearly career goals.
- Ability to travel for attending training, conferences and/or workshops.
- Ability to work on probation until a positive 90-day evaluation has been made.

**Physical Demands**
While performing the duties of this job, the employee regularly is required to sit; use hands and fingers to handle, or feel; and talk and hear. The employee occasionally is required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

**Work Environment**
Work is generally performed in an office setting with a moderate noise level.