



## JOB DESCRIPTION

<b>EARLY CHILDHOOD PROGRAMS ADMINISTRATIVE ASSISTANT - EHS</b>	<b>FLSA Status: Non-Exempt</b>
<b>Latest Review Date: 1.2025</b>	<b>Department: Early Childhood Programs</b>
<b>Effective Date: 1.2025</b>	<b>Reports to: Early Childhood Programs Director</b>

### POSITION SUMMARY

Assist the Early Childhood Programs Director with overall operation of the Early Head Start Program. Responsible for administrative support, clerical, data input and receptionist duties for the Early Childhood Programs, specifically the Early Head Start Program.

### ESSENTIAL DUTIES AND RESPONSIBILITIES, OTHER DUTIES MAY BE ASSIGNED:

#### Agency Specific:

- Must maintain confidentiality at all times
- Must always represent NEICAC in a positive and professional manner
- Must attend training as requested to demonstrate a continued effort to grow professionally
- Adhere to all policies as an employee of Northeast Iowa Community Action Corporation
- Attend all agency wide trainings
- Must travel extensively within assigned area and occasionally out of service area
- Establish a collaborative and communicative relationship with co-workers
- Must be punctual and dependable in completing assignments, meeting report deadlines; daily attendance is essential

#### Program Specific:

- Problem solve and address issues of EHS office in the absence of the ECP Director
- Conduct staff meetings when needed in the absence of the ECP Director
- Ensure that staff has appropriate tools and equipment to provide quality services
- Maintain records and prepare reports as required by NEICAC or the EHS Program
- Communicate routinely with ECP Director on EHS issues or concerns
- Perform data input of program information into Early Head Start computer software system
- Maintain client records on software system and assure accuracy and completion of records
- Provide administrative support to all EHS staff
- Answer telephone and gives information to callers or route to appropriate staff
- Maintain schedules for EHS staff and vehicle maintenance schedules
- Track and order necessary office and classroom supplies, keeping within budget
- Perform routine equipment (office and toy) inventory, tracking on appropriate databases
- Greet and direct visitors to appropriate staff person
- Copy correspondence or other printed material
- Compile statistical reports, which includes in-kind documentation
- Maintain all children and family files
- Assist Home Visitors with projects as requested
- Record minutes for staff and other meetings as requested
- Responsible for all incoming and outgoing mail
- Schedule office maintenance when needed
- Operate office equipment and maintain as needed
- Keep informed of all changes and new developments concerning the Early Head Start and Head Start Programs

## **SUPERVISORY RESPONSIBILITIES**

**N/A**

## **REQUIREMENTS**

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.

## **EDUCATION AND/OR EXPERIENCE**

Associate's degree required; Bachelor's degree preferred. Required skills include attention to detail, multitasking skills, communication and customer service skills. Computer skills, including inputting data, typing and Microsoft Office programs highly desirable.

## **PRACTICAL SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to maintain balances of funds available and funds disbursed.

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **CERTIFICATES, LICENSES & REGISTRATIONS**

Must have valid driver's license and carry NEICAC levels of automobile insurance

Complete a physical with a TB screening and have repeated every three years; must satisfactorily complete criminal records check prior to hire and repeat as required by program mandates.

## **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 regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand. The employee is occasionally required to walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception 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. The noise level in the work environment is usually moderate.

*The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Principal accountabilities are intended to describe those functions that are essential to the performance of this job, and "other" accountabilities include those that are considered incidental or secondary to the overall purpose of this job.*

*This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

**EMPLOYEE SIGNATURE**

My signature below acknowledges that I have received, read and understand the above job description. I understand that this document does not create an employment contract and that I am employed by **Northeast Iowa Community Action Corporation** on an "at will" basis.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_