

UMATILLA-MORROW CO. HEAD START, INC.
POSITION DESCRIPTION

ADMINISTRATIVE SECRETARY

Supervisor: Human Resource Director

Exempt Status:

Classification:

Terms of Employment: Regular Full-time

Job Goal:

Plan, Develop, and Implement the Agency's training and professional development program. Assist the Human Resource Director in ensuring Human Resource functions are completed. Assist the Executive Director through written correspondence, verbal communication, and computer entry.

Essential Responsibilities:

1. Oversee the Agency's Training and Professional Development program.
 - a. Survey staff's training needs and oversee the Agency training plan and strategic planning goals
 - b. Utilize the Heads Up Network for Directors as requested and inform them of monthly topics
 - c. Work with all supervisors to insure that all staff's professional development plans are written annually and implemented
 - d. Insure that pre-service & in-service training's meet the needs of all staff.
 - e. Make sure training request process is completed and followed by all staff
 - f. File staff training requests in their training file
 - g. Track status of staff college course work after the semester/quarter has been completed
2. Ensure that aspects of the hiring process is completed in a timely manner
 - a. Advertise positions as directed (internally, externally)
 - b. Check on all interviewees criminal history checks prior to interview, inform interview team of status
 - c. Schedule interviews for Directors/Managers and Policy Council parent (if applicable)
 - d. Ensure hiring packets are ready for interviewers (schedule, applications, interview questions and hiring data sheet)
 - e. Insure that all job descriptions are current and up to date
 - f. Process new staff hiring reports as required by law
 - g. Input, maintain, and file information in employee employment and medical files to ensure they are kept current and up-to-date
 - h. Inform staff of retirement eligibility
3. Gather, information and materials for the development of the staff calendar annually
7. Develop, maintain and update all files which includes: contracts, interagency agreements, grants and facility leases.
8. Attend Board Meetings
 - a. Be responsible for minutes
 - b. Submit reports on a timely basis
 - c. Prepare notices and agendas
9. Assist the Executive Director in the development, writing, and submission of agency grant applications
10. Assist in preparation of agency budgets prior to submission of individual program grant applications.
11. Assist the Human Resource Director in processing paperwork and filing needs.
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13. Ensure completion of the following duties at the main office:

- a. Type, reproduce, and distribute written materials promptly.
- b. Relay messages to appropriate staff.
- c. Coordinate submission of month end reports to appropriate staff.

Qualifications:

1. AA/BA in Business or related field with two years Administrative experience
2. Adequate physical health and T.B. screen
3. Desire to work with low-income children and their families.
4. Adequate means of transportation.
5. Word Processing/Excel/Access experience required.
6. Ability to type 70 words per minute. (preferred)

General Staff Responsibilities:

1. Participate in staff meetings, conferences, training sessions and workshops as assigned and requested.
2. Demonstrate familiarity with Personnel Policies, Work Plan and objectives of Head Start and the Home Based Philosophy.
3. Promote positive parent and community involvement in Head Start.
4. Maintain congenial with staff, children, parents and volunteers.
5. Keep current and adequate records and file reports on time.
6. Refer all pertinent information to appropriate staff person.
7. Respect and maintain confidentiality of pertinent information concerning staff and Head Start families.
8. Maintain objective and professional standards.
9. Improve self-skills and education.
10. Substitute when requested by supervisor.
11. And or any other duties deemed necessary by your supervisor.

Other Requirements:

1. Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings.
2. Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards..
3. Comprehend, analyze, make inferences and references from written material.
4. Fluent in English both verbally and written.
5. Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar.
6. Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements.
7. Instruct, lead, train and facilitate others in a group setting.

Umatilla-Morrow County Head Start, Inc.

is

An Equal Opportunity Employer