

UMATILLA-MORROW HEAD START, INC.

POSITION DESCRIPTION

SECRETARY

Supervisor: Information Systems Director

Subordinates: None

Classification: Coordinator I

Exempt Status: Exempt

Terms of Employment: Regular Full-time

Job Goal: To assist Program Directors through written correspondence, verbal communication, and computer entry.

Responsibilities:

1. Assist Program Directors with tasks as requested. Coordinate with Program Directors all revisions of policy and procedures including forms.
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. Ensure hiring packets are ready for interviewers (schedule, applications, interview questions and hiring data sheet)
 - d. Conduct reference checks on an as needed basis
 - e. Process new staff hiring reports as required by law
3. Assist the Human Resource Director with the development/implementation and updating of the agency training program.
 - a. Make sure training request process is completed and followed by all staff
 - b. Advise staff of approval/disapproval of training
 - c. Make staff aware when a training request is received and approved
 - d. Document and file Training Committee response
 - e. File staff training requests in their training file
 - f. Track status of staff college course work after the semester/quarter has been completed
 - g. Utilize the Heads Up Network for Directors as requested and inform them of monthly topics
 - h. Update the Agency training plan and Strategic Planning goals monthly.
4. Input, maintain, and file information in employee employment and medical files to ensure they are kept current and up-to-date.
5. Manage the Human Resource Database (ICONTROL)
 - a. Staff information changes
 - b. Education
 - c. College course work, requirements for positions etc.
6. Maintain confidentiality of all office procedures and information regarding agency staff and families.
7. Process SAIF 801 forms when staff are injured on the job and seek medical attention (as needed)
8. Inform staff of TSA/retirement eligibility
9. Maintain and track all monthly monitors of program operations completed by program Directors/Managers. Keep the Executive Director up-to-date on individual monitors of program operations

10. Be responsible for cataloging central library, promotion of available materials to staff, and computing the check-out/in procedure. Maintain agency resource & handout files.
11. Be responsible for minutes at agency meetings (office, management, committee meetings, health advisory etc.)

Qualifications:

1. AA/BA in Business with two years Administrative experience preferred
2. Bilingual preferred
3. Current physical examination and TB screen documentation upon hire
4. Desire to work with low-income children and their families.
5. Adequate means of transportation.
6. Word Processing/Spreadsheet experience required.
7. Ability to type 70 words per minute.
8. Current CPR/FA cards

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, and 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 Head Start, Inc.

Is

An Equal Opportunity Employer