

Job Description

Enrichment Services Program, Inc.

Job Title: Administrative Assistant II

Department: Department of Early Childhood & Family Services

Date: August 2013

Classification: Non-Exempt

Job Reports To: Director, Dept. of Early Childhood & Family Services

Job Summary:

Incumbent provides a full range of support for the department director, staff and programs and provides assistance with basic office management and information management for the department.

Major Responsibilities/Activities:

- Provide a full range of clerical support for the department director in addition to managing and updating the calendar/schedule of the department director.
- Compose and type routine correspondences and notices.
- Establish and facilitate the implementation of a filing and record keeping system.
- Receive telephone calls, log messages and route to appropriate individual.
- Receive and distribute incoming written correspondence.
- Maintain various binders with copies of program documents, such as, contracts and meeting minutes.
- Perform general clerical duties: type, input data, copy, file, fax, etc.
- Provide verbal and written response to inquiries.
- Maintain access to computer databases and generate reports.
- Coordinate logistics for meetings being facilitated by the department director.
- Review Time Sheets and ensure accuracy. Input the Head Start staff's timesheets and attendance into the ADP payroll system.
- Ensure the processing of Requisition Requests.
- Coordinate logistics for conferences/meetings the department director attends.
- Prepare and distribute meeting minutes for the Service Area Management Team and others deemed necessary.
- Assist staff with gathering program information.
- Create school calendars for both teachers and staff in 10 program centers in 6 counties annually.
- Ensure that adequate office supplies are maintained in the department director's office.
- Perform other duties as assigned by the department director.

Minimum Requirements:

- Minimum High School Diploma or General Education Degree (G.E.D.).
- Associates Degree (A.A.) or equivalent from a two year college or technical school preferred.
- Minimum two or three years experience as an Administrative Assistant or related field.
- An equivalent combination of education and experience will be accepted.

Essential Mental Functions:

- Ability to type 55 words per minute.
- Detail oriented with strong written, verbal and interpersonal skills.
- Knowledge of and ability to apply general office organization and administration skills.
- Ability to utilize computer software such as Microsoft Office Word, Excel, PowerPoint and internet software such as ADP Pay Expert.

Essential Physical Functions:

Incumbent is regularly required to walk, sit, use hands and fingers to handle or feel objects, tools or controls; reach with hands and arms; and talk and hear. Occasionally required to stand, climb, balance, and stoop, kneel, crouch or crawl.

Regularly lift and/or move up to ten (10) pounds and frequently lift and/or move up to twenty five (25) pounds. Specific vision abilities required including close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Equipment Used:

Office equipment such as P.C., telephone system, calculators, fax machines and copy machines.

Additional Comments:

Acknowledged by: _____ Date _____

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.