

# River Valley Child Development Services

Providing quality services and support to children, families, and the early childhood community.

## Job Description

<b>Position:</b>	Administrative Assistant
<b>Program:</b>	Administration
<b>Worksite:</b>	611 Seventh Avenue, Huntington, WV
<b>FLSA Classification:</b>	Non-exempt
<b>RVCDS Classification:</b>	Full-time, 40 hours per week
<b>Provisional Employment Period:</b>	90 days
<b>Position(s) Accountable To:</b>	Comptroller; Executive Director
<b>Position(s) Accountable For:</b>	N/A
<b>Purpose of Position:</b>	Provide administrative support services for Administration
<b>Educational Requirements:</b>	Associate degree from an accredited college in business or related field.
<b>Experiential Requirements:</b>	Two (2) years of relevant professional experience preferred
<b>Additional Training Required:</b>	Fulfill requirements of Individual Staff Development Plan
<b>Travel Requirements:</b>	N/A
<b>Pre-Employment Requirements:</b>	Must pass drug screening and have acceptable background check

### **Essential Capabilities and Skills**

Able to read, interpret, and utilize information: guidelines; regulations; policies, procedures, etc.

Able to utilize computer technology and software systems to enter, retrieve, and communicate information.

Possesses knowledge of or demonstrates the ability to learn office technology and machinery.

Able to work independently and collaboratively in team environments.

Able to effectively utilize analytical and critical thinking skills.

Able to perform tasks with speed and accuracy.

Able to effectively communicate (verbal and written) with diverse audiences utilizing a variety of communication tools.

### **Other Capabilities and Skills**

Able to be reliable, responsible, flexible and self-initiated.

Able to practice effective time management skills and pay close attention to detail.

Able to utilize effective conflict management skills.

Able to engage effectively with the public and community and provide professional customer service to internal and external customers.

Able to lift various items: boxes, paper, supplies, etc.

### **Agency Expectations**

Follow all agency policies, procedures, and practices.

Adhere to NAEYC Code of Ethics.

Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency.

Keep supervisor informed on all relevant matters.

### **Essential Duties – Program**

Receive incoming phone calls and route calls to staff.

Monitor the front door and admit guests into the building.

Receive agency mail and packages. Date stamp all mail and packages when received. Distribute mail to correct departments and staff and alert staff of package deliveries.

Stock and inventory supplies and prepare supply orders when needed.

Provide clerical support to administration: prepare/type documents and correspondence, prepare mailings, make copies, scan, file, and shred documents.

Serve as the Board of Directors liaison: communicate with the Board of Directors as requested by the Executive Director; send and track meeting RSVPs; maintain the Board of Directors book (meeting minutes, signed conflict of interest statements); maintain the Board of Directors member roster; update and maintain information manuals.

Assist the Human Resources Coordinator with filing.

Assist the Purchasing Agent with purchasing tasks: enter purchase orders in Sage; match all documentation to invoices (PO, purchase requisition, packing slip).

Compile the agency monthly statistical report by established due date.

Assist with compiling information for agency reporting, licensing, etc.

### **Other Duties – Program**

Assist with the annual agency audit.

Participate in job related training, as identified by the Comptroller.

Attend and participate on committees as assigned by the Comptroller and/or RVCDS Executive Director.

Utilize the Microsoft Outlook Calendar to store up-to-date work schedule; share the calendar with the Comptroller and other agency staff as necessary.

Attend and participate in monthly/weekly staff meetings.

Any other duties as assigned by the RVCDS Executive Director or Comptroller

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**Employee Signature**

**Printed Name**

**Date**