

River Valley Child Development Services

A leader in providing high quality early childhood care and education services
for children, families and communities

Job Description

Position:	Administrative Secretary
Program:	WV Birth to Three Regional Administrative Unit (RAU)
FLSA Class:	Non-Exempt
Position Accountable to:	Rau Director, Executive Director
Position(s) Accountable for:	N/A
Purpose of Position:	Serve as support staff for RAU
Educational Requirements:	High school diploma or equivalent
Experiential Requirements:	1 year
Additional Training required	Fulfill requirements of Individual Staff Development Plan (ISDP)
Driver's License, Liability Insurance and Acceptable Driving Record:	May be required
Provisional Employment Period	90 days

Capabilities/Skills:

Able to organize, work collaboratively in team environments, and maintain high level of confidentiality.

Able to be reliable, responsible and dependable.

Ability to follow directions.

If applicable, must have the ability to travel.

Must successfully pass a pre-employment drug screening.

Must have an acceptable Criminal Investigation Background (CIB) check, may require Child Protective Services (CPS) check.

Must be eligible to meet requirements of the STARS career pathway.

May need to be able to move file cabinets, desks, bookcases, etc. and/or unload vehicle(s), as needed or requested.

Ability to engage effectively with the public and community.

Attention to detail with ability to perform assignments efficiently and accurately.

Must abide by specific RAU procedures.

Physical Demands and Working Conditions:

Work performed in office environment with frequent interruptions. Requires sufficient physical activity and mobility to stand for prolonged periods of time (30 minutes or more), to stoop, bend, crouch, reach and twist; ability to lift, carry, and push items such as: reams of paper, mail bags/boxes, office supply boxes.

Manage number of requests and situations at one time. Work must be performed in an efficient, time sensitive pace.

Essential Responsibilities:**Agency**

Adhere to NAEYC Code of Ethics.

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

Follow all agency policies and procedures.

Keep supervisor informed on all relevant matters.

Work effectively within a diverse environment.

Program

Open daily mail and distribute to correct party.

Within one business day file documentation into child's educational record.

Within two business days open new educational records according to RAU procedures.

Archive closed files by pulling educational files from filing cabinet, taking papers to put into manila file folder and put into archived filing cabinet.

Pull archived files to be shredded.

Handle incoming calls and route calls to appropriate staff.

Write down referral information with correct spelling.

Keep accurate counts of referrals coming in for the month.

Submit monthly referral report to Director.

Scan and E-mail requested records.

Revised 6/13/2018

Maintain supply inventory and write requisitions for needed office supplies.

Order office and building supplies as needed.

Submit requests for supplies for intake and child find packets.

Prepare and send monthly postage report to RVCDS Purchasing Department.

Keep job processes up to date with step-by-step directions.

Attend and participate in monthly staff meetings.

Serve on assigned agency and community collaborative committees.

Serve as backup person for Data Specialist as needed.

Any additional duties as assigned by Director and Executive Director.

Signature

Date

