

JOB DESCRIPTION

TITLE: Administrative Assistant

FLSA Status: Non-Exempt

REPORTS TO: Supervisor and/or designee

JOB SUMMARY

This position will act as the administrative assistant to the department program(s) and handle all typical clerical duties, including communication, recordkeeping and representing the program in a positive manner. To accomplish these tasks, the Administrative Assistant works closely with the staff and administration of the program and the ESD.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. ALL POSITIONS

- Provide coverage for front reception area by greeting guests and/or answering phones as needed and requested.
- Acts as administrative assistant for program director/coordinator for the strand and coordinates clerical help when assigned, including scheduling travel arrangements.
- Maintains awareness of department, program, district, and school calendars.
- Coordinates meetings, programs, or events specific to the department by communicating, arranging, and organizing all components as directed.
- Participates on committees or as a member of a team or attends meetings as requested. May represent the department manager at meetings in person, online or phone based.
- Composes and prepares pertinent correspondence, reports, minutes, and memoranda in appropriate format, applying knowledge of established departmental procedures and functions.
- Ability to develop marketing materials, distributes flyers and other promotional materials. Ability to design, research, write and edit newsletters.
- Applies knowledge of agency rules, policies, and procedures when working with internal and external customers.
- Manages and tracks department credit cards & travel reimbursement.
- Performs bookkeeping according to established account classification for department or program strands in addition to budget management, including processing and tracking purchase orders, budget account code management and cost tracking.

- Assists to ensure proper tracking and monitoring of grants, and contracts and, subcontracts; establish and maintain related recordkeeping and reports.
- Indexes and files correspondence, reports, and other materials for department or program strand.
- Receives and distributes mail, supplies, and other materials for department or program strand.
- Operates standard office equipment such as computer, printer, copier, fax machine, mail machine, scanner, etc. Uses appropriate software efficiently and effectively to accomplish work within the department or program strand.
- Ability to work efficiently with attention to detail.
- Completes department specific projects and tasks as directed by supervisor.
- Completes data entry per specific job duties.
- Adhere to workplace expectations
- Ability to work a flexible schedule and travel to and from school locations in the Douglas ESD service area.
- Other duties as assigned

2. POSITIONS ASSIGNED TO EARLY LEARNING HUB

- Assists the EL Hub Director in planning and promoting governing board meetings, committee meetings and system wide trainings including, preparing and distribution of program legal notices, public meeting notices, press releases, publicity, advertising, newsletters, agendas and minutes; assist in the coordination of public displays for the program.
- Establishes and coordinates a communication system between EL Hub partners, including use of electronic forms of communication. Maintains and updates the EL Hub website. Develops presentations and publications to communicate the goals and outcomes of the EL Hub for use by the EL Hub Director and EL Hub partners.
- Works with the EL Hub Director to develop marketing materials. Distributes flyers and other promotional materials. May design, research, write and edit newsletters for professionals and parents on all aspects of early learning.
- Communicate and ensure proper tracking of grants and contracts and assist in monitoring program grants, contracts, subcontracts; establish and maintain related recordkeeping and reports; assist with department contracting process, including the development of Requests for Proposals (RFP) process.
- Reviews reimbursement request submitted by direct service subcontractors for accuracy and required supporting documentation.
- Provide secretarial support as needed; coordinate incoming and outgoing information and correspondence; calendars and travel arrangements for supervisor; assist in coordinating and scheduling program activities and trainings. Prepares purchase orders for department expenses.
- Provides information and assistance to community partners on a variety of EL Hub matters, requiring detailed knowledge of the systems, programs, funding, metrics, assessment, procedures, policies and activities of the EL Hub across the three-county area.
- Serves as the sole point of contact for the EL Hub database. Develops forms within database and trains contracted partners on its functions.
- May represent the Early Learning Program Director at meetings; provide assistance role to boards and committees related to department.
- Ability to work a varied schedule, including, but not limited to, occasional weekends, and evening hours within your weekly schedule.

3. POSITIONS ASSIGNED TO PARENT ENGAGEMENT & EDUCATION PROGRAM

- The position will be actively involved in assisting with the coordination of activities, classes, managing data, fiscal report, data reports, creating flyers and other required documentation.
- Assists in compilation and preparation of monthly fiscal reports summarizing account status and determining budget balances.
- Prepares instructional materials as directed.
- Participates on committees or as a member of a team or attends meetings as requested.
- Managing deadlines and requirements in a fast-paced, demanding context with the ability to self-manage and direct as needed. Ability to work collaboratively with a small management team and to communicate professionally and positively to help drive performance and organizational improvement.
- Ability to work a varied schedule, including, but not limited to, occasional weekends, and evening hours within your weekly schedule.

4. POSITIONS ASSIGNED TO THE EI/ECSE PROGRAM

- Ability to review documentation for accuracy pertaining to IFSPs to ensure SPR&I compliance.
- Ability to understand and bill for Medicaid purposes.

5. POSITIONS ASSIGNED TO THE ELECTRONIC INFORMATION & DESIGN PROGRAM

- Assists with training ESD subcontractors, local system administrators, and state system administrators; coordinates outside trainings.
- Act as the first point of contact for problem resolution and technical assistance from the Electronic Information and Design department platforms. Assign, monitor, and manage requests with the system software, email, or other assigned platform. Trouble-shoot software over the phone or remotely as required.
- Assists in the development and maintenance of the Electronic Information and Design department platforms, including, planning and project management for the design, implementation, and support of technology solutions.
- Reviews reimbursement request submitted by direct service subcontractors for accuracy and required supporting documentation. Records all grant and contract agreements for the Douglas ESD.
- Assists the Electronic Information and Design with the implementation of the new Early Learning Reporting System, which includes developing and customization of forms, and tracking reports.

6. POSITIONS ASSIGNED TO THE FOSTER ED PROGRAM

- Serve as the program registrar; recording grades and other duties as needed.
- Prepare and maintain each student's academic and confidential file.
- Request and obtain records for new students.
- Ability to prepare necessary student, staff and state reports.
- Ability to work with students, clients, and staff from medical providers, juvenile department, and other provider agencies.

7. POSITIONS ASSIGNED TO THE OTAP/RSOI PROGRAM

- Collaborates with coordinator and event planner to support virtual and in-person meetings, programs and events through communication, arrangements and organization of components.
- Works closely with and communicates with Contract & Grants Specialist to ensure proper tracking of grants and contracts and assists in monitoring program grants, contracts, subcontracts; establish and maintain related recordkeeping and reports; assist with department contracting process.
- Monitors device loan library inventory, maintenance and loan requests.
- Assist in development and management of program website and social media.
- Works efficiently with attention to detail.

8. POSITIONS ASSIGNED TO THE CHILD CARE RESOURCE & REFERRAL PROGRAM (CCR&R)

- Assists in the administration and monitoring of departmental budgets and grants including the preparation of initial budgets, budget status documents, journal vouchers and fiscal projections.
- Uses Banner, 25 Live and other software for retrieval of financial, program, student and facility information.
- Prepare program billing/invoice documents for companies, agencies, inner-campus departments and individuals.
- Coordinate and contact instructors and consultants regarding routine course, billing and scheduling issues.
- Assist the director in completion of grant applications, contacts and training proposals.
- Build classes in ORO and Constant Contact.
- Register students for training and take payment.
- Provide standardized training for child care licensing and DHS listing.
- Researches campus solutions for various departmental tasks, challenges and issues, etc.
- Uses software to prepare, disseminate and coordinate manual and electronic mail projects.
- Prepares purchase orders, travel requests and reimbursement vouchers.
- Order office, department and building supplies.
- Manages logistics of various special events including food, location, supplies and equipment, etc.
- Handles confidential information in compliance with college, state and federal policies.
- Perform other duties unique to the department as assigned by the supervisor.
- Travel within the state and overnight throughout the year.

PROVIDER CONSULTANT/ADMINISTRATIVE ASSISTANT POSITION

- Provide information to providers on CCR&R services, the child care profession, marketing and business practices, child care regulations, child abuse report, DHS subsidy benefits, and community referrals.
- Identify appropriate service strategies to address child care provider needs. Develop career plans with child care professionals incorporating trainings and regulation status.
- Develop and nurture relationships with child care providers, parents, elementary school personnel, community leaders, business owners, and early childhood partners; create and implement marketing and outreach strategies and activities to raise awareness of indicators of quality child care, the importance of early childhood and school readiness, and other critical areas of the field.

- Use knowledge of Oregon's Spark to educate and support providers to achieve or maintain a Spark rating.
- Use knowledge of the Oregon Registry to offer technical assistance to child care practitioners to advance through the Registry Steps.
- Facilitate training calendar, includes instructor contact, class scheduling, logistics locations and registration of attendees.
- Coordinate with team members to ensure Work Life Systems' Finding Child Care In Oregon (FCCO) provider database is accurate and updated according to contract outcomes.
- Assist with annual updates.
- Collaborate with community partners in identifying child care needs in the community and developing strategies to meet those needs. Attend meetings and serve on committees as required.
- Recruit potential child care providers and maintain accurate provider data.
- Complete outreach to local employers to provide information, resources, statistics and technical assistance on child care needs specific to their employees.
- Facilitate state required trainings for child care programs according to the CCR&R's annual plan and contract requirements. Maintain certification status.
- Maintain records, generate reports, and navigate through statewide data systems; including network reports.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma or equivalent. Minimum 2 years of experience in office work is preferred.
- **Interpersonal Skills:** Knowledge of augmentative and alternative communication techniques. Ability to appropriately communicate with diverse staff and others including outside agencies. Ability to work as part of a multidisciplinary team and collaborate well with others. Occasionally focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with students, staff, parents and the public. Ability to cultivate and model a respectful working and learning environment.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to staff and the public. Ability to verbally respond to common inquiries from staff and the public. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide, using whole numbers, common fractions and decimals. Ability to calculate figures and amounts such as interest, proportions and percentages. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to create and interpret bar graphs, pie charts and other representations of financial data.

- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several variables in a variety of situations. Ability to make decisions and exercise independent judgement on occasion.
- **Computer Skills:** Proficient knowledge of computer usage and MS Office 365 is required. Knowledge in Excel with the ability to learn complex formulas and pivot tables; ability to learn accounting software and various programs as needed.
- **Other Skills and Abilities:** Maintain regular and consistent attendance and punctuality. Ability to work in an environment with constant interruptions. Required to demonstrate the ability to work independently on occasion.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including a valid Oregon Driver's License, if required. Ability to obtain a valid CPR/First Aid card.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bloodborne pathogens.

PHYSICAL DEMANDS

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

- Frequently required to walk, stand and sit
- Occasionally required to bend, stoop, kneel, climb stairs, crouch or crawl
- Regularly required to talk and hear
- Use hands for fine manipulation, handle or feel and reach with hands and arms operating a computer keyboard and mouse.
- Specific vision abilities required by this job include close vision, distance vision, color vision, night vision, ability to adjust focus and peripheral vision
- Regularly lift and/or move up to 15 pounds and occasionally up to 25 pounds.



This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary

duties, qualifications and job scope, but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services whoever and whenever necessary to ensure the success of the ESD’s goals.

This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time with or without notice as it deems advisable, pursuant to Collective Bargaining Agreement.

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Equal Opportunity Employer:

Douglas ESD recognizes the diversity and worth of all individuals and groups. It is the policy of Douglas ESD that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran’s status, genetic information or disability in any educational programs, activities or employment.

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities may contact the Human Resources Director for additional information or assistance.

Employee Statement:

I have reviewed the above position description and understand its contents.

I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I required accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the ESD regarding the requested accommodation(s).

Employee Signature:

Date:

Supervisor Signature:

Date:

Salary Classification: Classified – C Level
Last Revised: April 2022