

HEAD START ADMINISTRATIVE SECRETARY

DEPARTMENT **Head Start**
GRADE **2**
CLASSIFICATION **Non-Exempt**
REPORTS TO **Program Manager/Head Start Director**

Employee must understand that he/she is an ambassador for the Agency and represents Agency values and principles. Attitude and personal appearance are important ingredients to public relations and representation of Community Action Development Corporation (CADC). Dress and personal appearance requirements may be made by program Directors and the Executive Director that project appropriate image or impact health and safety issues.
CADC IS AN EQUAL OPPORTUNITY SERVICE PROVIDER AND EMPLOYER.

Job Summary

Serves as secretary to the CADC Head Start Director

Duties and Responsibilities

1. Receive telephone calls; answer inquiries, give information on office activities; refer calls of technical nature to appropriate staff; open mail and take care of routine correspondence.
2. Compose replies to routine correspondence and maintain follow-up correspondence.
3. Maintain inventory of equipment purchased and maintain files for ACF.
4. Process Center time sheets and maintain leave records.
5. Prepare Head Start purchase orders in a timely manner.
6. Maintain personnel files on all Head Start employees.
7. Prepare forms for Head Start centers for reporting and records.
8. Update annually CADC Personnel and Procedure books for Centers and Coordinators
9. Ensure confidentiality of Head Start records.
10. Attend meetings (both Agency and outside) as required.
11. Other duties as assigned by management staff.

Qualifications

1. Ability to type accurately and record minutes of various meetings.
2. General knowledge of modern office clerical methods and procedures, Business English and spelling, and file maintenance of records.
3. Ability to operate office machines.
4. Be computer literate.

Physical Demands

Employee must be able to communicate effectively, both orally and in writing. Must be able to work under stress and to organize and conduct several activities simultaneously. Travel is required.

I have read and understand this job description. I am fully qualified for this position and will perform the duties as described. I understand that this job description in no way implies that the duties listed here are the only ones the employee can be required to perform. The employee is expected to perform other tasks, duties and trainings as dictated by their supervisor(s). I understand that management reserves the right to revise the job description as necessary and appropriate to meet program requirements and regulations.

Employee Signature: _____

Date: _____ Revised 5/2021