

**NORTHWEST MONTANA HEAD START
KALISPELL, MT 59901**

Title	Administrative Assistant
Supervisor	Director
Supervision	None
Wage Classification	Hourly non-exempt
Probationary Period	12 months

Required Qualification

1. AA degree or higher or equivalent experience combined with education.
2. Expertise in the utilization of computer software including but not limited to Microsoft Word, Microsoft Excel, and databases.
3. Proficient at keyboarding, grammar, and proof reading.
4. Demonstrated ability in written and verbal communication.
5. Ability to operate efficiently and accurately in a busy office setting.
6. A high degree of organizational skill and ability to multi-task.
7. A high degree of initiative.

Preferred Qualifications

1. Three years experience in administrative assistance.
2. Knowledge of computer networking.

Duties and Responsibilities

Human resources

1. Coordinate agency hiring activities including placing advertisements and serving as contact person for applicants. Maintain hiring folders, schedule interviews, notify applicants of selection or rejection.
2. Coordinate interviews, selection and training of new employees.
3. Direct new employees in completion of required paperwork and orient new employees to Human Resource policies.
4. Maintain personnel files and ChildPlus personnel records.
5. Create and maintain Employee Handbook.
6. Assist Health Nutrition Manager in monitoring and ensuring TB tests, physicals, CPR/First Aid in compliance with policies.
7. Oversee distribution of building keys to employees.

Management

8. Perform work and assignments under general supervision of the Director.
9. Regularly assist the Director and management team members.
10. Represent the agency through public relations and/or interagency councils as appropriate or assigned.
11. Assist with editing, and developing, reports, summaries, program calendars and other written materials vital to the ongoing operation of the agency.

Administration

14. Coordinate administrative services and serve as a communication link to the management team.
15. Oversee, coordinate, and disseminate work at sites as needed (including but not limited to computer technical support, physical plant repairs and services, miscellaneous purchasing, contract renewals), with oversight by the Director.
16. Maintain deposit records of checks received by the agency and prepare deposits for the bookkeeper/fiscal officer.
17. Order office supplies as needed and provide invoices to bookkeeper.
18. Maintain current Board of Directors, Policy Council, and staff database including members, phone numbers, and addresses. Maintain records of program volunteers.
19. Complete background checks on program volunteers and employees.
19. Attend monthly Board of Directors and Management Team meetings. Write agendas, take minutes and distribute according to agency procedure.
20. Ensure that approved job descriptions, and policies and procedures are current, approved and distributed as needed.
21. Answer phone and bus radio as needed.
22. Other duties as assigned.

Required of all Head Start staff

1. Within 30 days of employment:
 - Initial health exam (re-exams are required at least every 10 years)
 - MMR immunization or proof of immunization if born after 1956
 - Tdap immunization or proof of immunization with the last 10 years
 - TB skin test if determined at risk for TB (risk assessment conducted upon hire)
2. Within 90 days of employment:
 - Have or obtain CPR certification (infant, child and adult) and keep card current
 - Have or obtain First Aid certification and keep card current
3. Have reliable transportation and a current Montana driver's license and liability insurance.
4. Sign a release authorizing a criminal background check with an appropriate agency.
5. Have no prior convictions of physical or sexual abuse of children.
6. Report all suspected child abuse as required by Montana state law and according to Northwest Montana Head Start policy and procedure.
7. Be flexible in working hours.
8. Attend and actively participate in all required meetings and trainings.
9. Actively support the goals, objectives, mission, and vision of Northwest Montana Head Start.
10. Sign a confidentiality agreement and adhere to the agency's confidentiality policy.
11. By signing below, I acknowledge that I understand where to access program policies and procedures and I am responsible for adhering to them.
12. Establish and maintain professional boundaries with parents when handling program and personal issues.
13. Be sensitive to the needs of children and families, especially as related to economic, racial, ethnic, and disability issues.

14. Promote and facilitate the parent's role as primary educator of their children in collaboration with all other Northwest Montana Head Start staff.
15. Use a professional attitude and approach to working with parents, co-workers, and community volunteers to establish a positive and productive environment.
16. Participate and promote a positive working relationship with all staff and Head Start families.
17. Basic computer literacy skills.
18. Other duties as assigned.

Employee Signature

Date