

KAWERAK POSITION DESCRIPTION

DIVISION Children & Family Services
DEPARTMENT: Head Start
JOB TITLE: Administrative Assistant
POSITION STATUS: Regular, Full time
EXEMPT STATUS: Non-exempt
PAY SCALE GRADE: 10-11-12
REPORTS TO: Head Start Director

BRIEF SUMMARY OF JOB RESPONSIBILITIES:

1. Assist the Head Start Director with administration of services to residents of the region, ensuring goals and objectives of the department are achieved.
2. Assist with developing a system to monitor program effectiveness, and recommend actions for improvement.
3. Maintain databases for the department programs (AK Background check program, Child Plus, etc.).
4. Work with Head Start Director and Specialists to compile information for quarterly program reports to Kawerak board and funding sources.
5. Assist the Head Start Director and Specialist in the development of budgets. Assist in monitoring the expenditures of the Program. Produce budget projection as requested and revise budgets as needed.
6. Keep an inventory of equipment as required by the policies and procedures.
7. Track training implementation goals to ensure training needs are being met.
8. Work with Head Start Program Director in preparation of staff reports, staff training plans and compilation of Policy Council packets.
9. Serve as the official minute-keeper for the Head Start Program.
10. Assist with researching grants opportunities and development of proposals.
11. Assist with compiling data for program activity plans.
12. Maintain accurate records of employee personnel actions, leave, and performance evaluations.
13. Coordinate travel for Head Start Policy Council, and staff, ensuring completeness of TA's and trip reports, etc. Keep accurate records of all travel.
14. Assist in coordinating logistical arrangements for staff and Policy Council training or meetings.
15. Assist in drafting routine correspondence and act as a communication point for the Head Start program Director and Head Start Program.
16. Enter and track Head Start expenditures in Kawerak's Erequester system.
17. As requested, travel to and /or attend various meetings representing the Head Start Program.
18. Other duties as assigned by the Head Start Program Director.

QUALIFICATIONS:

1. Associates Degree in Business Administration or Accounting, or two years responsible experience in comparable field.
2. Must possess knowledge of budget development.
3. Must possess strong research, writing and verbal communication skills. Strong organizational skills required. Must be dependable, self-motivated and able to work with minimum supervision.
4. Ability to work effectively with people from a variety of backgrounds.
5. Strong computer, keyboarding and office skills required.
6. Alaska Drivers License preferred.
7. This position is a Covered Position subject to all requirements of the Alaska Barrier Crimes Act AS 47.05.310-47.05.390, 7 AAC 10.900-10.990, and to the Indian Child Protection and Family Violence Prevention Act, 25 USC 3201-3211 (ICPA). A background check clearance is required, including fingerprints, and the employee's name will be submitted to the Background Check Unit of the State of Alaska Department of Health and Social Services and entered into their central registry. Barrier Crimes Act and ICPA requirements apply and must be complied with at all times in order to remain in the position.

EEO

(Approved 7-18-16)