

**Chittenden Central Supervisory Union
Job Description**

JOB TITLE:	EJRP Administrative Assistant
FLSA STATUS:	Non-Exempt
UPDATED:	August 6, 2008

POSITION OBJECTIVES: To provide general oversight and support of key functions within the Recreation Department office, including: payables, receivables, and deposits, assisting the Assistant Director of Programs with program planning, coordination, and evaluation, administrative support for key departmental functions, and working with the Assistant Director of Administration to provide assistance to the licensed childcare programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

PAYABLES/RECEIVABLES/DEPOSITS

- Coordinate payables, receivables, and deposits in a timely and accurate manner
- Balance the checkbook
- Bill collection from past due accounts
- Workflow bills to appropriate staff to be assigned and posted to the appropriate accounts
- Consult with the individual staff member who has oversight of each budget code on the accuracy and payment of invoices and purchase orders
- Prepare purchase requisitions for department, print purchase orders and submit for payment and file duplicate

PROGRAM ASSISTANT

- Participate in planning activities and special projects
- Organize and analyze program evaluations
- Help facilitate program logistics– supplies, attendance lists, travel, staffing, t-shirts, evaluations, opening/closing/locking of buildings
- Coordinate facility reservations for off-site events and programs
- Order supplies and materials for programs, activities, and events
- Prepare weekly press releases for Essex Reporter
- Write press releases and submit to local media outlets

ADMINISTRATIVE SUPPORT

- Organize and coordinate various department activities/events, including arranging for necessary facilities staffing, scheduling, advertising/promotion, and the like
- Participate in key departmental planning activities related to assigned functions, with a focus on: compiling background information/data needed for planning purposes; drafting outlines, policies, procedures, schedules, forms, related instructional/promotional material
- Plan and prepare a variety of regular and special reports related to assigned functions, involving background research, compiling and analysis of data from a variety of sources, and so forth
- Confer regularly with department personnel and relevant outside organizations/individuals to plan, coordinate and evaluate programs, projects, activities, polices, exchange information, and resolve problems
- Performs backup receptionist functions for the front desk during lunch time, on busy days, and fills-in as needed when subs are not available
- When the office is busy, support the Administrative Assistant by performing regular secretarial duties, including, but not limited to: answering phones and addressing walk-in customers.
- Coordinate bulk mailing projects

- Become adept in working with all aspects of RecTrac
- Maintain various department/program records and files, frequently involving cross-filing/cross-reference systems. Assist in designing, implement and maintain departmental filing, record keeping and reporting systems, including computer applications
- Develop or complete a variety of written materials (correspondence, tests, reports, minutes, forms, records, etc.) from handwritten, taped or typed copy, using standard typewriters and/or computer word processor. Perform some basic editing, layout and printing format design, and similar specialized tasks associated with use of word processing programs

CHILDCARE ASSISTANT

- Coordinate, prepare and process Vermont State checks to household accounts. Ensure timely and accurate completion and review of documents by department. Apply funds appropriately.
- Organize and coordinate days for each month, process invoices for each family. Collect and process payments.
- Fill out attendance sheet and track all attendance records for subsidy families. Monitor allowed absences and bill families accordingly.
- Coordinate and organize household accounts on RecTrac. Maintenance on these accounts including eligibility for subsidy, processing of payments and changes to family service.
- File maintenance of RecTrac including monitoring family accounts and attendance. Track paper work for back up accordingly. Verify accounts are current.
- Prepare, process and keep updated handbooks and registration packet. Ensure timely and accurate completion and distribution.
- Contact Childcare Resource Office with any questions or concerns related to record keeping requirements and reimbursements.

SUPERVISION RECEIVED: Reports to and evaluated by the Director of Recreation with input from the Assistant Director of Administration and the Assistant Director of Programs. Receives direction from the Director of Recreation, Assistant Director of Administration, and the Assistant Director of Programs.

SUPERVISORY RESPONSIBILITIES: No formal supervisory duties.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- **Education and Experience.** Associates degree in an appropriate discipline plus 4-years of relevant clerical and administrative experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

Good general understanding of public organizational structure and administrative operations.

- **Language Skills.** Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- **Mathematical Skills.** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages.
- **Computer Skills and Experience.** Strong typing and organizational abilities. Microsoft Office experience is preferred. Previous experience in organizing and maintaining moderately complex filing and record keeping systems, including some experience with computerized information systems. Ability to proficiently use RecTrac.

- Reasoning Ability/Mental Requirements. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, supervisors, parents, and outside agencies.
- Other Skills. Strong organizational abilities and typing skills.

Frequency	Code	Description
Sometimes	S	activity may exist sporadically, but not on a consistent basis.
Occasionally	O	activity exists on a consistent basis for less than 1/3 of the time
Frequently	F	activity exists from 1/3 of the time up to 2/3 of the time
Constantly	C	activity exists for 2/3 or more of the time
Not Applicable	NA	activity is not present in the position

Physical Effort and Stress. Employee must have the physical ability to perform the essential functions of the job as outlined above, in addition to the following (Indicate appropriate code from above):

	<i>Frequency Code</i>	<i>Essential</i>	<i>Not Essential</i>
SITTING	C	X	
STANDING	F	X	
WALKING	F	X	
SEEING	C	X	
HEARING	C	X	
TALKING	C	X	
DEXTERITY (hands/fingers)	C	X	
USE OF COMPUTERS AND EQUIPMENT	C	X	
LIFTING			
up to 10 lbs.	F	X	
10-25 lbs.	O	X	
25-50 lbs.	S		X
50-100 lbs.	NA		X
100+ lbs.	NA		X
CARRYING			
up to 10 lbs.	F	X	
10-25 lbs.	O	X	
25-50 lbs.	S		X
50-100 lbs.	NA		X
100+ lbs.	NA		X
BENDING/STOOPING	S		X
PUSHING/PULLING	O	X	
TWISTING	NA		X
CLIMBING	S	X	
BALANCING	NA		X
CROUCHING	NA		X
KNEELING	NA		X

CRAWLING	NA		X
REACHING (i.e., overhead)	S	X	
HANDLING	S	X	
DRIVING	O	X	
REPETITIVE MOVEMENTS (hands, feet)	C	X	
MANAGING STRESS	O	X	
RESOLVING CONFLICTS	O	X	

Working Conditions/Environmental Factors: All conditions common to a construction site for residential housing including, but not limited to, the following (Indicate appropriate code from above):

	<i>Frequency Code</i>
EXPOSURE (dust, dirt)	NA
EXPOSURE (extreme heat – non-weather, flames)	NA
EXPOSURE (extreme cold – non-weather)	NA
EXPOSURE (fumes, odors)	NA
EXPOSURE (viruses, infectious diseases)	NA
EXPOSURE (water)	NA
EXPOSURE (hazardous equipment)	NA
EXPOSURE (chemicals, hazardous materials)	NA
UNEVEN TERRAIN	NA
OUTDOOR WEATHER CONDITIONS	NA
VIBRATION/NOISE	NA
HEIGHTS	NA

Definitions - Physical Demands

Sitting: remaining in a seated position

Standing: remaining on one's feet in an upright position at a work station without moving about

Walking: Moving about on foot

Seeing: Perceiving with the eye

Hearing: Perceiving or listening to sound by ear

Talking: Articulating, speaking or discussing using spoken words

Dexterity: Skill in the use of hands and fingers

Lifting: Raising or lowering an object from one level to another (includes upward pulling)

Carrying: Transporting an object, usually holding it in the hands or arms or on the shoulder

Bending/Stooping: Bending the body downward and forward by bending the spine at the waist. Occurs to a considerable degree and requires full use of the lower extremities and back muscles.

Pushing: Exerting force upon an object so that the object moves away from the force (includes slapping, striking, and kicking)

Pulling: Exerting force upon an object so that the object moves toward the force (includes jerking).

Twisting: Rotating; moving to face in alternate direction.

Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes and the like, using the feet, legs, and/or arms and hands.

Balancing: Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces; or maintaining body equilibrium when performing gymnastic feats.

Crouching: Bending the body downward and forward by bending the legs and spine.

Kneeling: Bending the legs at the knees to come to rest on the knee or knees.

Crawling: Moving about on the hands and knees or ha

Reaching: Extending the hands and arms in any direction

Handling: Seizing, holding, grasping, turning, or working with hands

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.