

WACCAMAW ECONOMIC OPPORTUNITY COUNCIL, INC.
Conway, South Carolina

JOB DESCRIPTION

JOB TITLE:	<u>EXECUTIVE ADMINISTRATIVE ASSISTANT</u>	GRADE:	<u>9</u>
COMPONENT:	<u>HEAD START AND EARLY HEAD START</u>	DATE REVISED:	<u>02/22/2013</u>
REPORTS TO:	<u>HEAD START DIRECTOR</u>	STATUS:	<u>NON-EXEMPT</u>

I. INTRODUCTION:

Under immediate supervision, performs a wide variety of administrative and secretarial duties to assist the Head Start/Early Head Start Director in the day to day operation of the Head Start and Early Head Start Program.

II. DUTIES AND RESPONSIBILITIES:

1. Supervise Data Entry Specialist.
2. Must be self- motivated and well organized.
3. Must attend required meetings to take minutes and transcribe them for documentation.
4. Must possess excellent technology skills.
5. Must possess excellent typing skills.
6. Must process office correspondence and maintain files.
7. Must possess excellent oral and written communication skills to include proper telephone etiquette.
8. Must be proficient with the English Language to include knowledge of grammar and a capable speller.
9. Assist in collecting, analyzing and developing data concerning program activities and procedures.
10. Must be able to provide technical assistance to Policy Council.
11. Performs general office management duties, organizes, develops and assists in implementing filing procedures, assists in analyzing on-going monitoring activities and reports in addition to orders supplies as needed.
12. Will act as a liaison between staff and the Project Director in his or her absence.
13. Assists in the planning, development and correlation of the program's budgets.
14. Assists each program component in the preparation of materials, scheduling of activities and other duties as may be required.
15. Establish and maintain simplified record keeping system of day-to-day operating expenses.
16. Attends all pertinent workshops, seminars, conferences, pre-service and in-service trainings as required. Some of the above will require out of town and/or overnight stays.
17. Such other duties as are assigned.

III. QUALIFICATIONS:

A. NECESSARY (entry requirements):

1. Associate Degree in Business or related area and at least three years of experience in an administrative capacity.
2. At least one year experience working with Executive Management.
3. Knowledge of principles and practices of office/business protocols.
4. Knowledgeable (at least two years of experience) in administrative judgment, discretion, and maintaining confidentiality.
5. Valid driver's license and access to transportation.
6. Must be able to pass all required medical exams to include a pre-employment Drug and Alcohol screening, SLED check along with a Central Registry Background investigation by the Department of Social Services.
7. Ability to attend overnight meetings.

B. DESIRABLE:

1. Bachelor's Degree in Business or related area of concentration.
2. Knowledgeable (at least three years of experience) of working with government regulations and guidelines.

IV. HOURLY RANGE: \$ 18.02-27.00

Signature

Date

Print Name