

POSITION SPECIFICATION

POSITION TITLE: Head Start Office Manager
POSITION CLASSIFICATION: Non-Exempt Employee
SALARY RANGE: \$15.00 – \$16.37 per hour

QUALIFICATIONS:

Proficiency in keyboarding and general clerical duties is required. Strong computer skills are required.

POSITION SUMMARY:

Work involves assuring that the office operates smoothly and efficiently, working with the Administrative Assistant, with a variety of clerical tasks as well as basic office tasks. Individuals must possess strong communication and organizational skills. **Due to the nature of this position, a hybrid remote work situation may be considered at the discretion of management.**

SUPERVISOR:

The Office Manager is directly responsible to the Head Start Assistant Director and Head Start Director.

CRITICAL ELEMENTS:

1. Respect and maintain the confidentiality of the Agency, its employees and their families, consumers of agency services as well as in the community in harmony with agency policy inclusive of HIPAA regulations.
2. Works with the Administrative Assistant in performing clerical work for the Head Start program.
3. Telephone reception:
 - a. Head Start phones – answer efficiently and professionally
 - b. Takes accurate and clear messages for staff who are unavailable.
 - c. Agency reception desk when needed
4. Prepare vouchers for payment and processing by the finance department.
5. Assist Administrative Assistant in the duplication of forms for program distribution.
6. Input and update Head Start families' information in our Captain web-based database program.
7. Assist the Administrative Assistant when needed to send acceptance and waiting list letters to families.
8. Responsible to mail referrals for children's services to appropriate agencies.
9. In the absence of the Administrative Assistant, assume the critical elements of the Administrative Assistant job description.
10. Maintain accurate records of critical items in Head Start inventory. (cell phones, laptops, small equipment, etc.)
11. Assists in timesheet review in the Paylocity system.

GENERAL RESPONSIBILITIES:

1. Operates copier and other office machines.
2. Type and edit material from copy, rough draft, and/or detailed information as needed for Program Support Staff and others as needed.
3. Records and types of minutes of Policy Council meetings when the Administrative Assistant is not available.
4. Responsible for completing children and volunteer certificates.
5. Responsible for taking, typing and distributing administrative meeting minutes.
6. Responsible for typing and making copies of parent meeting minutes for distribution.
7. Sorts and disputes mail and shipments which arrive at Main Office
8. Attend appropriate meetings and or pieces of training: onsite, state-wide or regional, including out-of-county/overnight training.

This job description is not intended to be all-inclusive. The Office Manager will perform other reasonably related business tasks/duties assigned by the Assistant Director, Director, and/or as assigned in the Program's Integrated Plan.

This organization reserves the right to revise/alter job duties or responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Staff Signature

Date

Print Name

Revised: February 23, 2023
Policy Council Approval: March 8, 2023
Board of Directors Approval: March 15, 2023