

CHEYENNE RIVER SIOUX TRIBE
HEAD START PROGRAM
ADMINISTRATIVE ASSISTANT

DESCRIPTION OF WORK

General Statement of Duties: Administrative Assistant will assist the Director of the Head Start program by answering phones, taking messages, writing memos assisting with the procurement process, and responsible for inventory records for the Head Start program. Will assist in creating a system for the documentation records for reports. Assist in meeting the federal and tribal deadlines for reports and assist in data collection for all grants related to Head Start.

Supervision Received: The Head Start Administrative Assistant is under the immediate supervision of the CRST Head Start Budget Manager.

Supervision Exercised: None

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Assisting the CRST Head Start director and Budget Manager with purchase orders, reports and compiling information and data pertinent to complete grants and reports. Assist with inventory, secure building locations for meetings, write memos, creates files for all documentation.

Prepares and arranges staff/parent meetings that are required by the Head Start Performance Standards, which include securing the training site/conference room, contract preparation, and informing staff, parents, and grantee representatives of scheduled meetings.

Maintains personnel records on all permanent and temporary employees, which will include job descriptions, contracts, job applications, physicals, evaluations, orientation forms, time sheets, and other pertinent forms.

Monitors and assures that each staff member has an initial health examination that includes screening for tuberculosis and a periodic reexamination (as recommended by the State, Tribal, or local laws) to meet current policies and each employee must have a yearly physical while employed with the program.

Maintains and keeps track of training, staff development, workshops, academic/education credit of each staff member, and develop an individual tracking system form which monitors the academic progress of each employee.

Acts as inventory officer for the Cheyenne River Head Start Program which will include maintaining property inventory. Collaborates with the Cheyenne River Sioux Tribe Inventory Clerk to properly tag new equipment.

Completes insurance forms, reviews the service/maintenance contracts, and makes any recommendations to the Program Director on any matters in this area.

Assists the Budget Manager/Computer Information Manager and the auditors as deemed necessary by the Program Director.

Develops a system to record and monitors all long distance calls.

Attends any meetings/training sessions scheduled by the program.

Participates and assists in all activities during the "Week of the Young Child".

Maintains and records daily transactions in a confidential manner, in accordance with the Confidentiality Act, Privacy Act, and other regulatory requirements.

Any additional job related duties that may be deemed necessary by the Program Director.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Must possess excellent typing skills. Must have excellent computer skills. Must exhibit excellent writing skills with good grammar and spelling. Must be knowledgeable in all office skills and must demonstrate confidentiality and professionalism. Must possess leadership qualities that include honesty and integrity.

Education: High School or GED required. Must have a minimum of 2-5 years of office experience. Must have some knowledge of the CRST procurement process, memo writing, and creating spread sheets to document information. Keep accurate records and filing system.

Experience: Must have experience in operating all types of office equipment.

Special Requirements: Must possess a SD driver's license. Must have a physical examination within 10 days of hire and a yearly physical examination thereafter. Must have a TB Test with first physical only. Must start Hepatitis B vaccine series within ten (10) days of work assignment, if Hepatitis B vaccine series has already been administered, please provide documentation. Must be certifiable in First Aid and CPR. Incumbent is subject to CRST Drug and Alcohol Testing Policy and subject to Tribal/local, Federal, and State background checks in accordance with P.L. 101-630, P.L. 101-647, and Executive Resolution E-235-97.

Revised: 3.20.18