



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

- JOB TITLE:** Administrative Assistant
- DEPARTMENT:** Administrative & Office Staff
- LOCATION:** Offsite: Child Care Office, 1503 South Mission Suite C, Anadarko
- REPORTS TO:** Child Care Director

JOB SUMMARY:

Administrative Assistant is responsible for the completion of activities associated with Child Care Development Fund grant's objectives and deliverables. Provides administrative and clerical support and assists the respective programs in all activities and events.

CORE DUTIES AND RESPONSIBILITIES:

1. Receives applications, collects supporting documents, and evaluates information to determine client's eligibility for assistance.
2. Responsible for the certification of eligible households to receive child care assistance.
3. Notifies applicants of approval or denial of application, also notifies clients of renewal dates.
4. Responsible for providing administrative and clerical support, inclusive of filing, photocopying, answering telephones, answering client questions, and preparing correspondence.
5. Assists Director with proper maintenance and records of client case files and program grant files for each fiscal year.
6. Maintains appointment calendar for the Child Care Director.
7. Responsible for ordering necessary supplies and equipment.
8. Makes arrangements for travel, prepares Travel Authorizations, coordinates flight and hotel information with designated staff, and prepares Travel Expense Report.

9. Submits requests for payments and attaches all required supporting documentation. Delivers and/or mails payments to vendors.
10. If necessary, will assist in activities that may require travel and/or work outside normal work hours.
11. Performs other duties related to position as necessary or assigned.

EDUCATION AND EXPERIENCE:

1. Possess a High School Diploma or GED.
2. Completed at least two (2) years in Business Administration, Management, or related field in an accredited College or University. May combine any equivalent combination of experience, training, and/or education.
3. Must have had at least two (2) years of work experience in a clerical or administrative type position.
4. Have the ability to interpret and follow program guidelines relating to the Child Care Development Fund, Department of Human Services Child Care Licensing, and related programs.
5. Be computer literate and able to operate software for letter processing and spreadsheets.
6. Must have communication skills, both oral and written, to interact with clients, parents, personnel, as well as officials and other individuals regarding CCDF matters.
7. Must be a self-starter and be able to work with a minimum amount of supervision.
8. Proven ability to work well with Indian families and children, and must have positive human interaction skills.
9. Must have the ability to organize and maintain clear and concise records.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work primarily in a climate controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting from floor, and bending. Frequent near vision use for reading and computer use. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be physically able to operate a variety of office equipment such as a computer, printer, calculator, copy machine, telephone, photographic equipment, etc. Physical demand requirements are at levels of those for sedentary work.

