

WILSON COUNTY PARTNERSHIP FOR CHILDREN

POSITION: **Administrative Specialist**

REPORTS TO: **Executive Director**

CLASSIFICATION: **Non-exempt**

HOURS PER WEEK: **38**

DATE: **April 7, 2021**

DESCRIPTION OF WORK

The Administrative Specialist is responsible for coordinating the administrative services within the office of the Partnership, which includes day to day administration of office activities. These administrative services are carried out in conjunction with the Executive Director, Fiscal Specialist, and Coordinators.

DUTIES

1. Fielding telephone calls and distributing them accordingly.
2. Updating the telephone greeting system.
3. Along with the Early Childhood Specialist, log-in all cash/check receipts and prepares bank deposit and makes deposit by the next banking day following day of receipt.
4. Receives checks, stamping the back of each check with a restrictive endorsement stamp, indicating that the check is "For Deposit Only" into the bank account.
5. Copies the Cash Receipt, all checks and any supporting documentation and forwards the copies to the individual who prepares the Deposit Code Sheet.
6. Attaches the original validated deposit slip to the cash receipts log and forwards a copy of the validated deposit slip to the individual who prepares the Deposit Code Sheet.
7. Maintain fixed assets list.
8. Assisting visitors with their needs and directing them to the appropriate staff.
9. Track accurate, documented in-kind and cash contributions from DSPs and the Partnership.

10. Prepare Partnership quarterly reports for in-kind and cash contributions and submit them based on NCPC and Partnership policy and Smart Start Quarterly Reporting System.
11. Develops and maintains appropriate organizational administrative systems to ensure a smooth functioning office environment.
12. Prepare competitive bidding documents and oversee competitive bidding process following all NCPC, Partnership, federal, state and local guidelines.
13. Coordinate day-to-day operations of the office of the Partnership with the Executive Director.
14. Responsible for purchasing (in conjunction with the finance manager), inventory of materials, supplies, and assignment of Partnership property.
15. Maintain the Partnership's mailing list on the community drive.
16. All mail received, including invoices, is date-stamped on the envelope and logged according to the return address. Since most correspondences are confidential in nature, mail should be opened by the individual it is addressed to. Forward mail to the Executive Director or staff that will open based on content for final routing back to Administrative Specialist.
17. Coordinate activities for monthly meetings, including those of the Wilson County Partnership for Children Board, Executive Committee, and other committee meetings. Prepare agenda package for all members. Take minutes at Full Board, Child Care Resource and Referral, and NC Pre-K meetings and distribute a copy within three days of each meeting to all members of each committee one week prior to the next meeting. Minutes will be kept by the Secretary of the Executive Committee whenever those meetings are scheduled.
18. Assist with event planning and fundraising.
19. Assist CCR&R, NC Pre-K and Child Care Subsidy with programmatic procedures such as registration fees, database management for subsidy, and month-end attendance for child care centers when Early Childhood Specialist is unavailable.
20. Support Wilson County Partnership for Children's staff.
21. Participate in staff meetings and take minutes.
22. Coordinate schedule with the Executive Director's schedule and always ask each morning if assistance is needed.
23. Must be flexible and willing to work extended hours when necessary.
24. Maintains a high level of confidentiality as it relates to the business of Wilson County Partnership for Children and crucial information in the performance of duties.

25. Other duties may be assigned, as deemed appropriate, by the Executive Director of the Partnership.

KNOWLEDGE AND SKILLS REQUIRED

1. Prefer Associates degree in Office or Business Administration, Business Administration Management.
2. Bi-Lingual (English/Spanish) preferred, but not required.
3. Experience in accounting preferred.
4. Knowledgeable in Computer Software Applications.
5. Must possess current knowledge of and background in administrative systems.
6. Must possess extraordinary interpersonal skills.
7. Typing test may be required.
8. Ability to foster an environment that minimizes consequential errors.
9. Ability to communicate clearly and concisely, both orally and in writing.
10. Possess strong interpersonal skills that allows for appropriate interaction with personnel in the state, in the community and within the agency.

SUPERVISORY RESPONSIBILITY

Position is responsible to the Executive Director of the Wilson County Partnership for Children. Position is evaluated through the achievement and promotion of goals and objectives of the Wilson County Partnership for Children and the Executive Director, written and oral reports and demonstrated capability.

EMPLOYER'S RIGHTS: This job description is general and illustrative of the kind of duties required of this position. It is not exhaustive and does not contain a detailed description of all the duties that may be assigned to the incumbent occupying this position.

**WILSON COUNTY PARTNERSHIP FOR CHILDREN
JOB DESCRIPTION ACKNOWLEDGEMENT AND UNDERSTANDING**

This serves as an acknowledgement that I, _____ have read my duties, responsibilities, essential functions, knowledge, skills, and abilities and understand what my role is as a staff member. I also understand that this job description is general and illustrative of the kind of duties required of this position. It is not exhaustive and does not contain a detailed description of all the duties that may be assigned to me as an employee occupying this position.

_____ Employee Name	_____ Date
_____ Executive Director's Signature	_____ Date