



Administrative Assistant Job Description

Department: Child Care Resource and Referral

Pay Grade: 20

Supervisor’s Title: CCR&R Regional Director

General Purpose of the Job: Provide administrative and clerical support for the department, including a focus on supporting the training opportunities for child care providers

Minimum Level of Education/Experience Required: High School Diploma or Equivalent. Experience in business, accounting, office work, administrative assistance, and/or a related field

License or Certificate Required: In addition to the above requirements, must have a valid Iowa or Illinois Driver’s license.

Supervisory Responsibility: None

Eligible for Telecommuting: Yes.

Schedule: Flexible.

Primary Duties and Responsibilities:

- A. Promote all Child Care Resource and Referral services including ChildNet certification/recertification and QRS participation
- B. Utilize Training Registry systems, NACCRRAware, TRAC and other reporting tools to support data collection
- C. Assist with clerical support of child care provider trainings, including preparing, processing, filing paperwork
- D. Provide technical assistance to child care providers, presenters, and training entities
- E. Complete daily mailings for department as needed, including mailing labels
- F. Support ongoing communication with child care programs, including the use of social media and group emails
- G. Complete fiscal/grant reports as directed
- H. Prepare program payment requisitions and assign expenses to correct cost categories
- I. Assist in coordinating and assembling finished grants and reports for submission
- J. Assist program staff in ordering and purchasing supplies
- K. Attend training sessions and workshops, including budget meetings as assigned
- L. Complete two hours of child abuse training within 30 days of hire and five years thereafter

Physical Demands	Rarely or never	Up to 1/3 of the time	1/3 to 2/3 of the time	2/3 of the time+
Stand		X		
Walk			X	
Sit				X
Use hands to finger, handle, or touch				X
Reach above shoulders		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk or hear				X
Taste or smell	X			

Use foot/feet to operate machinery	X			
Lift up to 10 Pounds		X		
Lift up to 25 Pounds	X			
Lift up to 50 Pounds	X			
Lift up to 100 Pounds	X			
Lift More than 100 Pounds	X			
Use routine Office Equipment				X
Use computer				X
Use small kitchen appliances	X			
Motor vehicle operation		X		
Work in wet/humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Work near fumes or airborne particles	X			
Work with toxic or caustic chemicals	X			
Work in outdoor weather conditions	X			
Work near risk of electrical shock	X			
Work with or near vibration	X			
Work/job related travel	X			
Noise: Moderate levels of noise typical to an office environment.				
Protective Clothing/Equipment Required: None.				

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Employee Signature

Date

Job Description Last Reviewed: 12/23/20 By: BW