

## HAYS AREA CHILDREN'S CENTER

### JOB DESCRIPTION

**JOB TITLE:** Administrative Assistant

**SUPERVISOR:** Business Administrator

#### EDUCATION AND EXPERIENCE:

**Required:** 1) High School Diploma (or equivalent) plus three (3) years of experience in an office setting, or 2) Bachelor's Degree plus one (1) year of experience in an office setting.

A successful candidate must pass a criminal background check, complete a health assessment, and have a negative TB skin test.

**PHYSICAL DEMANDS:** May require extended work days

Sitting:	Frequently:	34-67%
Standing:	Occasionally:	11-33%
Walking:	Occasionally:	11-33%
Lifting/Carrying:	1-10 lbs	Frequently: 34-67%
		Books, supplies, files
	11-20 lbs	Occasionally: 11-33%
		Files, boxes, office supplies
	20-50 lbs	Occasionally 11-33%
		Equipment, office supplies
Bending:	Occasionally	11-33%
Squatting:	Rarely:	1-10%
Kneeling:	Rarely:	1-10%
Climbing:	Occasionally	11-33%
Grasping:	Occasionally:	11-33%
Driving:	Occasionally	11-33%
Fine Manipulation:	Frequently:	34-67%

**JOB RESPONSIBILITIES:**

- Coordinate child care enrollment process and maintain student enrollment files in accordance with Kansas Department of Health and Environment (KDHE) child care licensing requirements.
- Manage child care enrollment inquiries, waitlists, and facility tours.
- Maintain CACFP data reports and billing and prepare monthly and Schedule A reports.
- Coordinate substitute teachers and supervise floating paraeducator(s).
- Assist with finance/business operations, including managing inventory log, submitting insurance claims, and securing insurance and audit bids
- Assist with personnel operations, including monitoring completion of annual performance and job description reviews and completing workstudy processing and database verification.
- Maintain Infant/Toddler (Part C) database for KDHE and IFSP list.
- Coordinate monthly fire/tornado drills.
- Assist the Executive Director and Business Administrator with the day-to-day operations.
- Perform other duties as assigned by the Business Administrator or Executive Director.

**I HAVE READ THE QUALIFICATIONS AND REQUIREMENTS FOR THE POSITION OF ASSISTANT BUSINESS ADMINISTRATOR. TO THE BEST OF MY KNOWLEDGE, I BELIEVE THAT I CAN PERFORM THESE DUTIES.**

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Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date