

# Missouri Ozarks Community Action

<b>Job title</b>	<i>HEAD START CLERK</i>	<b>Grade</b>	<i>6</i>	<b>Class</b>	Non-Exempt
<b>Reports to</b>	<i>HEAD START PROGRAM DIRECTOR</i>	<b>Step</b>		<b>Unit</b>	HEAD START

## Job purpose

This is a program/project position based out of central office. To provide administrative support for the Head Start Program. Develop and maintain central office systems to assure smooth administrative functions between centers and Central Office. Coordinate and maintain procurement system for the program. This position is supervised by the Head Start Program Director.

## Duties and responsibilities

1. Assist in identifying and recruiting prospective families and volunteers for Head Start.
2. Updates, monitors, and follows policies, procedures and forms on agency website as needed.
3. Participates in management staff meetings, or obtain meeting information, and attends trainings as needed.
4. Participates in the planning and implementation of the annual self-assessment process.
5. Submits required program reports in an accurate and timely fashion.
6. Ensure that PIR reporting is accurate.
7. Maintain and update policies, procedures and handbooks per Federal/State regulations, agency directives and guidelines.
8. Provides assistance and administrative support to the Head Start Program Director as necessary.
9. Plan and/or conduct staff professional development.
10. Contribute to the development of program proposals and Community Assessment, as requested.
11. Ensures the maintenance of required program records and follows the MOCA Head Start Record Retention policy and procedure.
12. Participates in annual strategic planning processes.
13. Participates in annual budget planning processes.
14. Prepare routine office memos, letters, spreadsheets, forms and labels etc.
15. Enters and reviews In-Kind data.
16. Prepare and distribute monthly reports on In-Kind.
17. Receive, sort, and distribute mail, messages, In-Kind and other forms and records.
18. Photocopy, collate and laminate materials as requested.
19. Data entry of employee demographics, education, and special services information, petty cash and other misc. information.
20. Assists with the arrangement of new employee orientation.
21. Code and enter purchase requests and purchase order data into computerized record keeping system.
22. Collaborate with Finance Office staff when needed.
23. Ensure maintenance of office equipment.
24. Design and maintain records filing systems, both manual and computerized.
25. Create and maintain inventory systems for consumable and non-consumable items.
26. Answer phone inquiries or route call and/or message to appropriate staff.
27. Perform other duties and tasks as assigned or needed.

## Integrity

1. Ensure confidentiality of customers, agency and co-workers
2. Understand and promote the goals and philosophy of Head Start.
3. Become familiar with MOCA's Personnel Policy manual and the NAEYC Code of Ethical Conduct and follow policies outlined therein.
4. Has general knowledge of, and adheres to Head Start performance standards and the agency's mission statement.
5. Adhere to MOCA policies and procedures, and Head Start policies and procedures.
6. Represent MOCA, its policies and point of view while interacting with other agencies and individuals.
7. Attend all staff meetings and required trainings.
8. Recognizes and understands the functions of Parent Committee, cooperates with committees, and Head Start Policy Council.
9. Works the number of hours designated in personnel action, reports absences to immediate supervisor at least one hour prior to scheduled shift.
10. Reports to work area ready to begin work at the assigned time.

### **Preferred Qualifications**

1. Associate Degree in Accounting or related field preferred.
2. Two-year experience similar to duties required of this position.
3. Knowledge of the local social service system.
4. Impeccable customer service skills.
5. Possess excellent communication skills (writing, spelling, listening, and speaking).
6. Ability to communicate and work with a variety of people from diverse backgrounds.
7. Working knowledge of Community Action and its programs.
8. Cooperate as a team member.
9. Ability to work without close supervision.
10. Utilize time management techniques.
11. Proficiency in word processing, spreadsheet, database, and presentation software.
12. Demonstrate knowledge and good judgment in matters of policy and procedure.

### **Minimum requirements**

1. Associate Degree in Accounting or related field preferred.
2. Two years related experience in relevant office/administrative experience with emphasis in account receivable and purchasing.
3. Ability to communicate effectively in both written and oral form.
4. Possess basic math skills.
5. Exceptional organizational skills, and ability to meet strict deadlines with attention to detail and accuracy. To efficiently determine priorities of a complex work load.
6. Continuous and ongoing pursuit of improved education and credentials of this position.
7. Ability to compute rate, ration and percent and to draw and interpret bar graphs.
8. Demonstrate dependable transportation, current insurance, and valid driver's license.
9. A current physical examination including a TB test. (within 30 days of employment)
10. Able to travel out of area on occasion for training; trips of two to five days.

### **Direct reports**

Not applicable

### **Equal Employment Opportunity Statement**

Missouri Ozarks Community Action (MOCA) provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by local, state, or federal law.

## Employee Acknowledgement

While performing the duties of this job, the employee is regularly required to reach with hands and arms. Required to stand, walk, use hands to finger, handle or feel, climb or balance. Stoop, kneel, crouch or crawl. Must be able to regularly lift and/or move up to 50 lbs. Specific vision abilities required by this job include close, distance, color, peripheral vision, depth perception and ability to adjust focus.

Employee is frequently exposed to outside weather conditions to include extreme heat/cold, and humidity. Noise level is usually moderate. Employee may be exposed to moving mechanical parts.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Offers of employment are conditional pending criminal background check, a drug screen, and Policy Council approval.

I have received a copy of my job description, and have an understanding of the duties and responsibilities listed wherein. I agree to abide by all rules stated in the MOCA Personnel Policy Manual regarding conduct and working conditions not described in this job description.

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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Approved by:</b>		<b>Approved by:</b>		<b>Approved by:</b>	
<b>Date approved:</b>		<b>Date approved:</b>		<b>Date approved:</b>	
<b>Reviewed:</b>		<b>Reviewed:</b>		<b>Reviewed:</b>	

*Policy Council approval: 07/26/2016*