



JOB DESCRIPTION

JOB TITLE: FAMILY SERVICES/SITE COORDINATOR DEPT: HEAD START LOCATIONS

SUPERVISION RECEIVED: Reports to and works under the general supervision of Program Director who assigns duties and reviews work for effectiveness according to established work standards.

SUPERVISION EXERCISED: This is a non-supervisory position. Lead work/coordination of the work of others is not a typical function assigned to this position.

POSITION SUMMARY: Responsible for a variety of complex administrative duties. Initiative and independent judgment are required to establish routines and procedures.

ESSENTIAL FUNCTIONS/ DUTIES & RESPONSIBILITIES

The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.

- Serves as principal administrative support for the site.
- Oversees/reports site safety and maintenance needs.
- Responsible for the maintenance of staff schedules.
- Coordinates and oversees a variety of administrative processes.
- Prepares correspondence, reports and other materials.
- Receives, sorts, analyzes and summarizes material for the preparation of reports; maintains department records.
- Processes routine matters independently and recommends/implements office procedures.
- Provides technical assistance in accordance with defined program guidelines.
- Consistently maintains a professional and courteous manner and an ability to work effectively and harmoniously with other employees and the general public.
- Maintains regular job attendance and adherence to working hours.
- Performs other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS: KNOWLEDGE, SKILL AND ABILITY

- Excellent written/verbal communication, advanced computer skills and proficiency with MS Office Suite.
- Knowledge of modern office practices and procedures.
- Ability to learn assigned tasks rapidly, adhere to prescribed routines and established departmental policies.
- Must be able to obtain Food Handlers card, First Aid, CPR certification, Criminal History Registry, TB test, and Health verification.

EXPERIENCE AND TRAINING

- High School diploma or equivalent plus one year (three years preferred) responsible administrative experience and additional specialized business courses or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

- Preferred - Associates or Baccalaureate degree, previous Head Start experience, work with low income families and bi-lingual communication skills.

WORK ENVIRONMENT/ WORKING CONDITIONS/ PHYSICAL DEMAND

The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job is typically performed in an office environment under usual office working conditions. The noise level in the work area is typical of most office environments, with some telephones, personal interruptions, and background noises. In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER