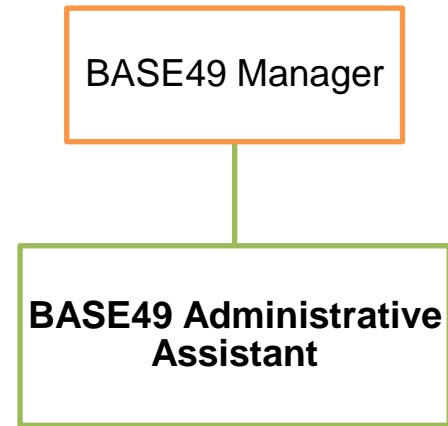


BASE49 ADMINISTRATIVE ASSISTANT

Job Title:	BASE49 Administrative Assistant
Initial:	October 23, 2019
Revised:	
Work Year:	Full Year
Office:	Education
Department:	BASE49 Program
Reports To:	BASE49 Manager
FLSA Status:	Non-Exempt
Pay Range:	Educational Support Personnel Range 10

Related Organization Chart



POSITION SUMMARY: The BASE49 Administrative Assistant provides administrative support to supervisor and department staff to ensure effective and efficient operation of the program.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Establishes and maintains effective communication and working relationships and acts as a main point of contact for all BASE49 visitors.
- Establishes and maintains effective communication with staff, parents, Colorado Partnership for Early Childhood Education, local and state government agencies, and community stakeholders.
- Serves as a resource and point of contact for BASE49 employees.
- Assists BASE49 management in processing BASE49 enrollment applications.
- Maintains and updates BASE49 enrollment forms.
- Maintains and monitors program availability at all schools participating in BASE49.
- Maintains BASE49 student enrollment and withdrawals.
- Creates student files for all students in attendance of the BASE49 program.
- Creates and maintains staff files to include, training certificates, and all required paper work.
- Files and maintains past records of attendance for all BASE49 students for the minimum requirement of up to three (3) years.
- Maintains effective record keeping system and provides coordination and assistance with state and federal reporting.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Prepares and provides fee statements for tuition paying families and performs weekly processing (collecting and recording) of tuition and fees.
 - Maintains a system of recording expenditures and summarizes various departmental budgets and financial transactions.
 - Performs general office operations including answering phones, receiving and disseminating mail and operating and maintaining office supplies and equipment.
 - Creates, files, manages and prioritizes correspondence, reports, meeting minutes, and other documentations.
 - Schedules appointments for staff meetings and training.
 - Answers basic questions about enrollment, costs, and wait list placement.
 - Performs other related duties as assigned.

Supervision & Technical Responsibilities:

- This position does not supervise other employees.

Budget Responsibility:

- This position does not have any direct budget responsibility.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- High school diploma or equivalent.

Experience:

- Two years of experience in administrative assistant or office work.
- Experience working with a Before and After School program preferred.

Knowledge Skills & Abilities:

- Excellent oral and written communication and interpersonal relation skills.
- Basic math and accounting skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Organizational skills.
- Ability to manage multiple priorities and tasks with frequent interruptions.
- Ability to communicate effectively with various stakeholders.
- Ability to maintain excellent attendance.
- Ability to understand and follow complex oral and written instructions.
- Ability to perform responsibilities without the necessity of close supervision.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to diffuse and manage volatile and stressful situations.
- Must be proficient in the use of personal computers and common software applications including Microsoft Word, Excel, Google, and Power Point.

Certificates, Licenses, & Registrations:

- Criminal background check required for hire.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.