



## Job Description

**Job Title:** Regional Administrative Specialist  
**Department:** Child Care Referral and Resource – Region 5  
**Reports To:** Program Director  
**FLSA Status:** Non-Exempt  
**OSHA Category:** Category 3

**Summary:** Provides high level administrative assistance to department head; performs a full range of varied, complex, sensitive and confidential duties. This position requires office administrative and programmatic knowledge with minimal direction. Must be able to exercise independent judgment and initiative and assist department head with technical and general administration duties. This position also serves as a liaison with staff, outside agencies, and the general public.

### Essential Duties and Responsibilities:

- Assist Program Director in administrative and program specific support
- Assist Program Director with compilation and submission of numerous reports
- Type and mail correspondence
- Responsible for purchase order process including:
  - Preparing requisition orders and obtaining purchase order numbers for all purchases
  - Reconciling packing slips, invoices, etc. to purchase orders
  - Submitting completed purchasing paperwork to the fiscal office in a timely manner
- Responsible for making travel arrangements for all Region V MountainHeart staff
- Act as the regional contact person for staff in matters concerning purchasing and fiscal information
- Assist in research and packaging of new grant proposals
- Review and maintain internal audit documentation
- Maintain communication with Regional Administrative Assistant
- Participate in Management Team
- Transcribe and distribute minutes from meetings including but not limited to:
  - Supervisory Meetings
  - Professional Development Team Meetings

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- Regional Collaborative Team Meetings
- Assist Program Director in planning conferences
- Compile data from quality assurance measures (internal and external)
- Attend events as a representative of MountainHeart
- Refers all suspected cases of child abuse and neglect to WV DoHS
- Adhere to duties as listed in WV DoHS Child Care Resources and Referral Policies and Procedures
- Perform other duties as assigned to enhance, improve, and accomplish the agency's mission and strategic goals
- Maintain confidentiality
- Collaborate with agency colleagues to reach agency goals and objectives
- Participate in agency committees as needed

**Supervisory Responsibilities:** No supervisory responsibilities with this position.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in a timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.
- Empathy – Values the feelings of others to ensure pleasant workplace relationships and customer satisfaction.
- Teamwork – Go above and beyond your essential task and collaborate with colleagues to achieve agency goals and results.

### **Core Values**

To perform this job successfully, you must adhere to the agencies core values:

- |                      |                 |
|----------------------|-----------------|
| • Empathy/Compassion | • Inclusiveness |
| • Teamwork           | • Considerate   |
| • Equality           | • Innovation    |
| • Respect            | • Ethics        |

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of knowledge of Microsoft Word, Excel, and Power Point. Excellent telephone skills. Ability to use and maintain office

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equipment. Maintain a safe, clean, and functional office work environment. Must have good memory, organizational and listening skills.

**Education and/or Experience:** Bachelor’s degree in business management or related field is required.

Must have a valid West Virginia driver’s license; clear criminal background with no charges related to child abuse, domestic violence or drug charges; and a clear APS/CPS check. Must be bondable.

**Language Skills:**

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from clients, customers, and the public.

**Physical Demands:**

The physical demands described here are representative of those that 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.

While performing the duties of this job, the employee is regularly required to stand. The employee is frequently required to sit, reach, hear and talk. The employee may occasionally lift and/or move up to 25 pounds.

**Work Environment:**

The noise level in the work environment is usually quiet with the inside temperature in offices kept at a comfortable level of 70 degrees.

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Employee Signature

Date

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