

## *IOWA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN-JOB DESCRIPTION*

### **TITLE: ADMINISTRATIVE SPECIALIST**

**STATUS: NON-EXEMPT**

**REPORTS TO: PROFESSIONAL DEVELOPMENT MANAGER**

**DATE: JANUARY 2020**

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#### **POSITION SUMMARY:**

Supports the day-to-day operations of the Iowa AEYC office and serves as support staff for Managers, Controller, and the Executive Director.

#### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Treats information on Iowa AEYC clients, employees, members, and Board members in a confidential manner.
2. Process incoming mail daily, including date stamp items, logging checks into database, copying necessary items, and distributing mail to staff.
3. Process outgoing mail daily, including weighting necessary items, checking postage rates, stamping mail, and delivering to mail box. Make trips as needed to post office to mail items for staff.
4. Coordinate the packing and mailing of all marketing materials as directed by staff.
5. Maintain an inventory of office supplies and order as necessary as approved by the Executive Director or Program Manager.
6. Obtain bids as necessary per procurement policy.
7. Respond to any requests to fix office equipment. Acts as the contact person for IT needs. Contact the appropriate company representative to make the necessary arrangements for the repair. Order new equipment or furniture as directed by the Executive Director or Program Manager.
8. Enter promptly Iowa AEYC's entries into the DHS Child Care Training Registry; communicate regularly and professionally with chapter training coordinators.
9. Update staff forms, including emergency contact information, routing slips, etc.
10. Support the fall and spring institutes as needed. Support the registration databases for conferences and trainings.
11. Support the work of other staff on request, especially around deadlines.
12. Assist in creating a warm, welcoming office environment for staff, members, program participants, and visitors.
13. Acts as the contact person for office cleaning tasks, including coordination of recyclable materials and stocking of cleaning supplies.

#### **ADDITIONAL DUTIES:**

Performs other duties as directed by the Program Manager and the Executive Director.

#### **WORK RELATIONSHIPS AND SCOPE:**

Reports directly to the Program Manager. Works closely with the Executive Director; Iowa AEYC staff and clients in a professional manner.

## QUALIFICATIONS:

Associate Degree in related field required.

## CERTIFICATES, LICENSES, AND REGISTRATIONS:

None

## KNOWLEDGE, SKILLS, AND ABILITIES:

Proficient use of computer and MS Office Applications; professional demeanor and appearance; above average interpersonal skills, including the ability to maintain positive relationships with individuals at all levels; ability to research prices and inventory, respond to all vendors and clients in a professional manner. Must be self-directed and able to prioritize multiple tasks and meet multiple deadlines.

## WORKING CONDITIONS:

Work is primarily in an office environment with little chance for personal injury. Deadline pressure is an integral part of the job. Frequent mental and visual concentration for computer usage and reading/assimilating computer information. Position is full time (40 hours per week). Work hours are generally during normal business hours, but on a regular basis include extended weekday and weekend presentations. There will be some variation in work hours due to special projects, deadlines, and other concerns. Requires frequent travel for the purposes of attending meetings, conferences, and speaking engagements. There is an expectation for an active role in community activities.

## MEASURE OF PERFORMANCE

Quality, accuracy, timeliness, reliability, and thoroughness of work performed; effective communication; productive working relationships; good working relationships with clients vendors and co-workers; responsiveness to the information needs of management.

## EQUIPMENT OPERATED:

Utilizes a PC and computer printer for word processing, spreadsheets, e-mail, Internet access, and other specific applications. Utilizes a keyboard, telephone, fax, office copier, and other general office equipment.

## ACKNOWLEDGEMENT:

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Program Manager or Executive Director of Iowa AEYC. Requirements and expectations of the position are subject to change over time and for possible modification to reasonably accommodate individuals with a disability.

I acknowledge this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this position.

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Received by Employee

Date

Administrative Specialist

January 2020

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