

Head Start Child & Family Development Centers, Inc

Job Description

Title: Office Manager (OM)

Revised: 7/2012

Class: HS-7-1

Supervisor: Executive Director

Office Location: La Crosse

Job Summary:

The Head Start Office Manager performs a variety of duties related to the administrative functions of the agency. Responsibilities include: supervise agency Secretary, managing Human Resources, Student Transportation, and Enrollment/Recruitment/ Selection/Eligibility/Attendance program areas, as well as coordination of Wisconsin Day Care Licensing Requirements and the DPI Child and Adult Care Food Program. This position will write and submit monthly/annual reports to the Board of Directors, Policy Council, the Executive Director, and State and Federal officials as required. Perform other duties as assigned. Tasks are performed under the general supervision of the Executive Director.

Job Responsibilities:

Human Resources:

- Process & Maintain Human Resources paperwork
- Develop & Oversee Employment Advertisement for Newspapers & Internet
- Process Employment Application Paperwork for Management's Review/Screening
- Process Letters for all Applicants
- Provide New Employee Orientation Training
- Research, Develop, Present ongoing Staff In-service Training According to Related Job Duties
- Process, Maintain, & Interpret Agencies Personnel Policies
- Research, Develop, Process, & Maintain Federal/State Regulations related to Human Resources
- Process & Maintain Employee Background Checks according to State Regulations
- Report New Employment Hires to the State of Wisconsin
- Process & Maintain Employee Insurance Packages for Health, Life, Disability & Worker Comp Insurance Applications & Claims

Transportation:

- Establish Bus Route areas, Oversee, & Maintain Bus Transportation Arrangements for Students
- Process & Approve Transportation Changes for students
- Handle Transportation Issues from Problem to Resolution
- Research, Develop, Process, & Maintain Federal/State Regulations related to Bus Transportation

Enrollment/Recruitment/Selection/Eligibility/Attendance:

- Process & Maintain Enrollment Paperwork within La Crosse, Monroe, Vernon, & Crawford Counties
- Determines Eligibility & Selection/Enrollment Approval of Students
- Research, Develop, Process, & Maintain Federal/State Regulations related to Enrollment Procedures
- Establish Committee to Review the Agencies Selection Criteria annually & Facilitate all Related Meetings according to Federal/State Regulations
- Develop & Oversee Recruitment Related to Newspaper and Radio Advertising
- Verify & Maintain Final Attendance Records
- Submit Federal Enrollment reports as required

Wisconsin Day Care Licensing Requirements:

- Process & Maintain all Related Paperwork for Day Care Licensing Applications according to Wisconsin Department of Children and Families
- Report Required Information to the State Day Care Licensing Specialist

WI DPI Child and Adult Care Food Program (CACFP):

- Oversee the agency's DPI Child and Adult Care Food Program (CACFP)
- Process & Maintain Annual Contract with WI DPI

Secretary to the Programs Governing Boards

- Attend Monthly Programs Governing Boards Evening Meetings
- Organize all Items needed for the Meetings
- Take, Process & Maintain all Official Meeting Agendas and Meeting Minutes
- Copy and Distribute Meeting Agendas and Meeting Minutes to all Members and Head Start Centers

Additional Duties:

- Process & Maintain contracts/addendums and related correspondence
- Process Purchase Orders According to Related Job Duties
- Follow Established Federal/State Budgets within Areas Related to Job Duties
- Research & Attend Training Opportunities to Enhance Job Duty Knowledge
- Coordinate the Agency's "Family Literacy Program" & Budget
- Process & Maintain Agencies Federal/State Service Plans & Form Manuals for all centers
- Present & Train Staff on Agencies Federal/State Service Plans & Form Manuals for areas related to Job Duties
- Maintain Central Office Phone System & Train Staff Regarding Phone System Functions & Voicemail
- Coordinate & Oversee Special Agency Projects according to Federal/State/ADA regulations
- Coordinate Administrative Office Public Volunteers
- Web Site Administrator
- Coordinate IT support services and computer maintenance for the agency

Supervisory Functions: Supervises Secretary

Qualifications:

- Combination of demonstrated experience, skills and abilities and advanced Administrative training required.
- Minimum of two years experience in administration or office management;
- Knowledge of office procedures and terminology;
- Considerable knowledge of English grammar, sentence structure and spelling;
- Demonstrated computer literacy/proficiency in Email, Microsoft Word, Microsoft Excel, Microsoft Access, and Internet navigation;
- Ability to follow oral and written instructions;
- Ability to establish and maintain effective working relationships with co-workers;
- Ability to work independently and use sound judgment;
- Must pass criminal background check and health screening; and
- Possess a valid driver's license and access to an insured motor vehicle;
- Experience in Head Start operations a plus.

*Current and former Head Start parents are given preference for hire into positions for which they are qualified.

*Candidates for hire into all HSCFDC, Inc. positions must be comfortable working with the diverse ethnic, racial, and religious backgrounds of the communities in which they are applying for work, and must be able to effectively communicate with the children and families of this community.