



**California
Human Development**

A human services organization that creates paths and opportunities for people in need to rise above barriers in their pursuit of better lives

<p>PROGRAM/DEPARTMENT Farmworker Services & Workforce Development Division</p> <p>LOCATION: Sacramento Administration</p>	<p>CHD is committed to implementation of an Affirmative Action Policy and the Americans with Disabilities Act in its recruitment selection and placement of all personnel.</p> <p>CHD is an Equal Opportunity Employer.</p>
<p>JOB DESCRIPTION TITLE: Administrative Coordinator</p>	<p>POSITION STATUS: Regular Full-time FLSA STATUS: Non-Exempt</p>
<p>SALARY: Grade 7</p>	<p>PROGRAM HOURS: 8:00 A.M. – 5:00 P.M., Monday through Friday</p>

CORPORATION DESCRIPTION:

California Human Development (CHD) is a private, non-profit, human service agency that provides a wide range of programs and services throughout Northern California.

DIVISION DESCRIPTION:

CHD’s Farmworker Services/Workforce Development Division (FWS-WDD) receives funds from multiple sources (Federal, State, Local, and Private). These programs are designed to prepare adult and youth migrant and seasonal Farmworkers and other disadvantaged, unemployed and underemployed individuals for full participation in the labor force. Services include all WIOA Career Services (Basic, Individualized & Training), Counseling, education, job training, Work Experience, Vocational Training, On-the-Job Training, Emergency Support Services and Vocational English Language classes.

The results from completing the training include increased self-sufficiency, higher occupation skills and increased education which lead to satisfying careers, job security and prosperous lives.

Summary

Under the direction of the Deputy Director of Farmworker Services and Workforce Development Division, the Administrative Assistant will be responsible for all clerical support and performance of administrative division tasks.

ESSENTIAL FUNCTIONS:

- A. Establishes priorities and performs all the clerical tasks and services related to an office.
- B. Maintenance of electronic and hardcopy files relating to the operations of farmworker services programs, including contracts, such as MOU's leases and agreements, accounts payable which includes knowledge of the fiscal accounting software currently used - AccuFund, knowledge of all aspects of the account codes and the account code system and all other materials necessary for maintaining accurate records.
- C. Prepare and review correspondence for the Deputy Director & Director of Farmworker Services and other ad
- D. Process all Farmworker Services Accounts Payable, requests, travel and reimbursements including full access and knowledge of account coding to ensure payments and expenses are directed to the coordinating grant fund.
- E. Work closely with Farmworker Services' Senior Accountant and all Fiscal Department staff including accounts payable and accounts receivable. Administrative managers including local office managers as requested.
- F. Receives, sorts, and distributes incoming and outgoing mail including overnight packaging.
- G. Use Microsoft Office (MS Word, Excel, & PowerPoint), programmatic software to perform data entry, type memos, job descriptions, letters proposals, reports, and other corporate documents and other forms of correspondence. Utilize all types of office equipment, such as but not limited to, CPU's, laptops, projectors, copy machines, scanners, postage machines, calculators, adding machines, telephones and printers
- H. Compiles data from a variety of standardized sources and makes list, reports or tabulations as requested by retrieving data from the various computer systems.
- I. Work closely with HR to coordinate new hires, terminations and staff change of status. Ensure full knowledge of IBS system to provide technical assistance to Farmworker Services staff on payroll process. Process all e-requests and action notices for regular staff and Work Experience in the IBS system.
- J. Help train and assist other clerical assistance staff including work experience clients that may be placed in the Sacramento Administration office during their training activity contract period.
- K. At the request of the Deputy Director, shall perform a variety of unscheduled duties normally and traditionally performed by clerical support staff.
- L. Schedules congressional appointments for Administrative staff during agency congressional visits.
- M. Make travel arrangements for administrative staff and program staff including flight itinerary, hotel reservations, and conference registration and provide travel plans to staff.
- N. Maintain Director and Deputy Director's credit card expenses including collection of back up documentation, data entry and reconciliation in credit card data base – Wells Fargo CEO.
- L. Act as program liaison to Central Administration departments including Human Resources, Fiscal, IT and Santa Rosa Administration staff.
- M. Order and maintain office supplies for all Farmworker Services Offices

- N. Perform Division HR tasks, such as e-requests, action notices coordinate with Central HR Department during hiring periods including setting up panels and interviews.
- O. Act as Farmworker Services Safety Coordinator. Work closely with Santa Rosa's HR Risk Management Department to follow corporate safety procedures.
- P. Work Closely with Central IT Department with IT tasks, such as requesting HitCare support with any phone or computer issue for all FWS local offices, coordinate to get CEO signatures for Contracts, Leases and MOUs
- Q. Ensure new staff has the equipment and materials needed to perform their job tasks, such as internet access, communication and phone access, CPU and/or Laptop availability. Coordinate with Santa Rosa Central IT and HR to provide new staff with email access and network access. Coordinate with the MIS Department to ensure new staff have case management system access.
- R. Knowledge of accounting systems and payroll system, such as AccuFund and IBS to provide technical support to the Farmworker Services local office staff.
- S. Provide technical assistance to local office staff on payroll, travel and accounts payable.
- T. Coordinate with IT and Fiscal to ensure access to vendor accounts.
- U.. Actively participate in the safety program and provide meaningful suggestions for working safely
- V. Perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

LANGUAGE SKILLS:

- A. Ability to communicate effectively verbally and in writing with individuals and groups, including occasional public speaking.
- B. Valuable critical thinking skills required.
- C. Time management and organizational skills required.
- D. Ability to conduct effective public relations.
- E. Ability to read, analyze, and interpret general services contracts or governmental regulations in English.
- F. Spanish-speaking ability preferred.

MATHEMATICAL SKILLS:

- A. Ability to use arithmetic skills normally applied in this position. Ability to compute rates, ratios, and percentages, and to draw and interpret presentation charts.

REASONING ABILITY:

- A. Sufficient capability in cognitive reasoning to perform complex transactions with a high degree of accuracy.
- B. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- C. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- D. Ability to maintain appropriate boundaries with clients and staff both on and off duty as defined by agency ethical codes.
- E. Ability to solve problems and resolve conflicts effectively.
- F. Ability to maintain own psychological well-being.

Reviewed & Updated MP 4/11/19

Reviewed by AC 4/11/19

G. Ability to recognize and manage personal bias.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATIONS:

EDUCATION: High School Diploma or GED required.

Some college, AA or higher in office management is not required but desired.

EXPERIENCE:

- A. At least five (5) years administrative assistant experience in a public or private non-profit employment and training program, or in appropriate Human Service situation, or the equivalent in an industrial or business training environment.
- B. Paid or volunteer social service experience in the local community to be served.
- C. Ability to use personal computers, including Internet, e-mail, Microsoft Word, Microsoft Excel, and Microsoft PowerPoint.

OTHER REQUIREMENTS:

- A. Able to attend approved trainings as needed.
- B. Ability to work some evenings and weekends.
- C. Some travel required including providing technical assistance to outreach offices and coordinating with Corporate office departments.

WORKING CONDITIONS:

A) 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.

This position requires:

Frequently: Sitting, Standing, Walking, Bending, Seeing, Hearing, Speaking

Occasionally: Twisting, Pushing/Pulling

Seldom: Climbing, Stooping, Squatting, Kneeling

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions .

B) WORK ENVIRONMENT:

This is a fast paced environment and the noise level is usually moderate.

May have exposure to hazardous materials and/or conditions

CERTIFICATES, LICENSES:

- Valid California Driver's license.
- Proof of insurance on personal automobile.
- Satisfactory DMV printout of driving record.

ACCEPTANCE AND CERTIFICATION:

Upon acceptance of employment with CHD, I certify that I have read and understand the essential functions of my job as outlined above.

Employee's Signature

Date

Supervisor's Signature

Date