



UMATILLA-MORROW HEAD START, INC.  
POSITION DESCRIPTION

Office Specialist

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**Position Information:**

**Supervised by:** Executive Assistant

**Supervises:** Does not supervise others

**Salary:** Coordinator III

**Classification:** Non-Exempt

**Terms of Employment:** Regular-Full Time

**Job Goal:**

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To assist the Administrative Staff in office procedures through written correspondence and verbal communication

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**Essential Responsibilities:**

- Act as Receptionist/Secretary for Hermiston Main Office
  - Answer telephone and transfer calls and relay messages to appropriate staff
  - Greet and respond to public coming into the office
  - Type, reproduce, and distribute written materials promptly
  - Make copies, laminate, bind, fax, and/or arrange printed orders for staff as requested
  - Open and distribute mail
  - Process outgoing mail and all correspondence promptly each day
- Maintenance of office files, supplies, procedures, and forms
  - Check all printers and copy machines daily and restock with paper as needed
  - Maintain Copy Machine form and submit total count to Operations Director monthly
  - Maintain postage count daily and submit total to Operations Director monthly
  - Promptly shred files as they arrive for shredding and empty shredder bags into dumpster
- Maintain an orderly desk and office area
  - Vacuum and dust entire office when needed.
  - Keep the mail room and copy room neat and orderly (i.e. pick up loose papers, break down card board, straighten up supplies, sort copies left behind, etc.)
  - Empty trash from front office, mail room, and copy room as needed
  - Keep desk free of debris and scattered papers
  - Perform physical inventory of equipment and/or supplies and order supplies as needed
- Ensure all facility entrances are secure and the alarm is set nightly
- Make coffee for staff in kitchen area upon arrival at work
  - Clean coffee maker as needed
- Professional Development Coordination
  - Input staff training information in employees' Staff Development Records to ensure they are kept current and up-to-date
  - Assist in the development of the annual staff training plan utilizing input from the leadership team, training committee, and staff development committee
  - Assist the Training & Development Manager in coordination of trainings
    - Space rental
    - Equipment need
    - Food

## Qualifications:

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- High School diploma or equivalent
- Computer Skills (Microsoft Word, Excel, and Publisher)
- Ability to manage multi-lined telephone system, office copy machines, and printers
- Understand general office procedures
- Knowledge of correct grammar and punctuation
- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen, and TB screen documentation upon hire
- Adequate means of transportation
- Interest in additional training
- Desire to work with low-income children and their families

## General Staff Responsibilities:

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- Participate in staff meetings, conferences, training sessions and workshops as assigned
- Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency
- Maintain congenial and respectful relations with staff, children, families and community
- Keep current and accurate records and file reports on time
- Maintain confidentiality in regards to staff and family information
- Maintain objectives and professional standards
- Improve self-skills and education
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
- Be present at work in order to provide consistency of services
- Be a contributory team member in a positive/productive manner
- Demonstrate commitment to mission, values, and policies in the performance of daily duties
- And or any other duties deemed necessary by your supervisor
- Apply safe practices in the performance of duties
  - Reporting of unsafe or hazardous working conditions and/or any injury immediately
  - Complying with Agency safety standards
  - Participate in emergency drills
  - Promote a culture of safe environments in the workplace

## Other Requirements:

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- Communicate effectively with staff, families, children, and the public using the telephone and in face-to-face, one-to-one, and in group settings
- Comprehend, analyze, and make inferences and references from written material
- Fluent in English both verbally and written
- Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar
- Make precise arm-hand positioning movements and maintain static arm-hand positions
- Sort/alphabetize documents, records, and/or files
- Ability to do tasks involving repetitive arm and hand movements, such as heavy word processing/keyboarding, using various office tools to collate, punch, cut, or stamp paper and other repetitive or high-volume tasks such as bulk mailings, filing projects, etc.
- Perform detailed and repetitive work such as data entry, completion of forms, and verification of computer reports
- Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements

***Umatilla-Morrow Head Start, Inc. Is an Equal Opportunity Employer***