



**Administrative Assistant**  
Child Care Resource and Referral

CCR&R/4

**JOB SUMMARY**

This position is responsible for providing administrative support to the Executive and Operations Directors while serving the needs of early learning professionals and parents seeking child care services.

**MAJOR DUTIES**

- Provides information and resources to early learning professionals and parents.
- Assists early learning professionals with enrollment for institutes, conferences, and degree programs.
- Encourages participation in local child care provider associations and networks.
- Provides general accounting to include daily invoice processing, purchase orders and other financial requests.
- Maintains accurate and concise accounting records.
- Maintains appropriate back up financial documentation as described by DECAL and the administrative CCR&R home.
- Prepares monthly expense reports for monthly reimbursement requests.
- Prepares records and provides documentation for annual onsite audits and desk reviews conducted by the DECAL's Audits and Compliance Division.
- Provides regular financial status updates to the Executive Director as needed or requested.
- Assists with marketing CCR&R and QR services to corporations, businesses and industries within the 52 county service area.
- Provides administrative and clerical support to the CCR&R Executive and Operations Directors and field staff.
- Maintains proper level of agency inventory of office supplies.
- Participates in staff development/continuing education/professional development opportunities.
- Provides logistical support for information fairs, special events, staff meetings both in-person and teleconference.
- Performs related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of accounting principles.
- Knowledge of Georgia child care licensing rules and regulations.
- Knowledge of college policies and procedures.
- Knowledge of computers and job-related software programs.
- Ability to work independently.
- Skill in organization and project management.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

**SUPERVISORY CONTROLS**

The Executive Director assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

## **GUIDELINES**

Guidelines include college and division policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of related administrative duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide administrative support for division operations. Successful performance helps ensure the efficiency of those operations.

## **CONTACTS**

- Contacts are typically with co-workers, other college employees, child care providers, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping.
- The work is typically performed in an office.
- Occasional daily or overnight travel required for professional development and meetings.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of an associate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the agency in order to direct and coordinate work within the department, usually interpreted to require one year of related experience.