



POSITION AVAILABLE

Date Posted: October 10, 2022

Closing Date: October 21, 2022 or until filled

Position Title:	Division Secretary Community Resources/Early Childhood	Reports To:	Community Resources Director
Division:	Community Resource/Early Childhood	Civil Service Status:	Classified
Hourly:	\$15.02 - \$17.27	FLSA Status:	Non-Exempt

QUALIFICATIONS: An example of acceptable qualifications:

High School Diploma or GED; one (1) year additional training or experience in office procedures or equivalent.

LICENSURE OR CERTIFICATION REQUIREMENTS:

None

EMPLOYMENT REQUIREMENTS:

Must pass a medical fitness for duty examination including chemical dependency test; must pass criminal background check; valid driver's license with less than six (6) points on BMV report; must possess and provide proof of current auto insurance coverage pursuant to agency policy; must complete all Public School Works employee training as per Employee Safety Training Guide (may be acquired after employment).

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

Maintain Banta Center Building and Clerical Functions including – Assists visitors to the building. Answers division phone calls and routes accordingly. Maintain intranet for Community Resources, Early Childhood (filing, updates calendars, reset reminders, etc.) and puts resources on the Agency information and referral Intranet page as received. Assists staff in answering routine questions and notifies management if additional follow up is needed. Receive mail and packages and distribute daily. Prepares documents for scanning, scans documents, files documents, and prepares documents for shredding. Processes mailings.

Maintain Copier, order copier supplies such as toner/waste container/staples; Maintain Postage Machine; Monitor building issues/needs etc. and put in work orders. Complete and track and report Banta Center Emergency Drills; Complete Banta Center First Aid Kit inspections and replace any materials needed; Ensure AED Checks are completed, AED is functioning properly and AED checks are reported; Complete Hazardous Material Checks.

Coordinates Community Housing Assistance Program (CHAP) Board Meetings. Attends CHAP Board Meetings, takes Meeting Minutes at CHAP Board Meetings, and distributes Minutes, Financials, and other correspondence to CHAP Board.

Takes meeting minutes for other assigned meetings and collects information for meeting or training agendas and prepares or instructs preparation of rooms/facilities for meetings, trainings, events and information sessions. Works with Early Childhood Manager, Records and Monitoring Specialist to establish timeline for training signups and submits PO's. Assists/participates in all major division related events as scheduled per calendar year and assists participates in smaller events or information sessions, etc. as assigned in rotation with other staff as scheduled per calendar year. Assist in preparation for playgroup crafts (cutting, folding, organizing, etc.) and assist in sanitation and cleaning of playgroup rooms following groups Or laminating materials for staff and families. Assist in playgroup and conference room set ups for the day. Interacts with children and their parents. May require being on floor or at infant/toddler levels.

Disburses and collects information such as special events, playgroups, trainings, division forms, job postings, safety alerts, meeting agendas/ meeting minutes and other to/from families, division team, WC ESC-HMG, agency divisions, DODD and other programs or agencies as needed; using email, phone calls, surveys, mailings, websites and internal postings, etc. Assists in planning information session/ event planning and maintains registration, waiting list and communications in regards to playgroups. Works collaboratively with Community Relations department as warrants.

Submits vendor requests, and reviews and submits invoices for approval. Maintains inventories (office supplies, Battelle supplies, group/event supplies). Works with Community Resource Director and Early Childhood Manager to create and revise forms, brochures and other information to be used by staff or to be shared with the public. Copy and distribute Supports and Services for Children booklet as requested/needed.

Performs other related duties as required or assigned.

APPLICATION PROCEDURE:

Submit an application for employment to:

[Click Here](#)

Warren County Board of Developmental Disabilities

42 Kings Way, Lebanon, Ohio 45036

www.warrencountydd.org

E-Mail: employment@warrencountydd.org