

NOTICE OF VACANCY

Murray Head Start is seeking qualified applicants for the following position:

SUPPORT SERVICES MANAGER

Murray, Kentucky

JOB SUMMARY & RESPONSIBILITIES:

This is an administrative support position responsible for preparation, filing and distribution of agency reports and records, including documents for governing bodies, delegate agencies, partnership agencies, federal monitoring and reporting, and general correspondence. This position cross-trains to serve as back-up to other agency support staff.

See additional duties and information in the attached job description.

QUALIFICATIONS:

High School Diploma or GED required. Must possess good verbal and written communication skills, basic computer proficiency, and strong skills in all aspects of office management. Good organizational skills, the ability to process multiple work assignments, and the ability to meet deadlines with accuracy under pressure is necessary.

Interested individuals may request an application from the Murray Head Start office by calling (270) 753-6031 or by downloading an application at <http://www.headstart.murray.kyschools.us/downloads.asp>. *Criminal background check(s), recent medical exam, and TB skin test/assessment are required.*

Submit to:

Murray Head Start
Attn: Human Resources
208 South 13th Street
Murray, KY 42071

OR

heather.newsome@murray.kyschools.us

Fax: (270) 753-8599

DEADLINE

Applications will be accepted until position is filled.

Posted 11/27/18

Equal Opportunity Employer

MURRAY HEAD START JOB DESCRIPTION

Job Title: SUPPORT SERVICES MANAGER

Department: Head Start
Reports to: Head Start Director
Classification: Classified
FLSA: Non-exempt
Policy Council Approval: 11/27/2018

POSITION SUMMARY: This is an administrative support position responsible for preparation, filing and distribution of agency reports and records, including documents for governing bodies, delegate agencies, partnership agencies, federal monitoring and reporting, and general correspondence. This position cross-trains to serve as back-up to other agency support staff.

QUALIFICATIONS:

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JOB RESPONSIBILITIES:

- Prepare and distribute agency correspondence.
- Maintain organized and current electronic and paper agency files.
- Prepare documents for monthly Policy Council and Board meetings, annual training, and records for Program Governance notebooks.
- Maintain updated Program Policies and Procedures Manual.
- Type and prepare reports and documents for federal reporting, federal monitoring, partnership services, school district support, contractual agreements, service delivery support, agency training, delegate agency reporting, and other agency activities and information as needed.
- Process all agency travel and assist with purchase requests as needed.
- Assist management staff with the preparation and distribution of reports and documents as needed.
- Cross-train as back-up for other support services staff.
- Positively promotes Murray Head Start within the school district and community.

SPECIFIC DUTIES AND PERFORMANCE RESPONSIBILITIES:

PROGRAM GOVERNANCE:

- Prepare, with the assistance of the Director, the Policy Council meeting agenda.
- Prepare electronic packets for monthly Policy Council meetings and distribute one week prior to meeting to all Policy Council members and Central Office staff.
- Prepare documents for monthly Policy Council meetings.

- Prepare new annual Policy Council roster and revise as needed.
- Prepare and assemble Policy Council notebooks and training materials for annual training.
- Maintain program governance monthly minutes and documents of record.
- Prepare updates to policies and procedures for Policy Council approval.
- Maintain updated Program Policies and Procedures Manual.
- Compile packets for monthly Board of Education agenda.

PLANNING:

- Prepare consolidated list of school district and partner calendars, noting holidays, professional development days, and other days not in session for the entire service delivery area.
- Type and prepare partnership contractual agreements, full-utilization agreements, and full-utilization certificates.
- Schedule staff trainings

COMMUNICATION:

- Assist with Head Start social media posting of events.
- Establish and maintain current electronic mail groups as requested by management staff.
- Maintain updated list of school district personnel for all partner districts.
- Maintain confidentiality concerning job-related information.
- Type the agency Annual Report, prepare for printing, and distribute to community partners and agencies as requested.

RECORDKEEPING AND REPORTING:

- Maintain agency Central Office files in an organized manner.
- Maintain the Google Drive and assist with training for new staff.
- Maintain electronic files as requested or assigned.
- Maintain familiarity with agency technology and electronic database systems and software, including Microsoft Office, Child Plus, Teaching Strategies GOLD, Adobe Pro, and others as requested.
- Maintain insurance policy records and distribute Child Liability Policy records to licensed centers.
- Assist the Director in typing and distributing quarterly Delegate agency reports.

ONGOING MONITORING AND DATA ANALYSIS:

- Assist with typing monitoring reports and preparing or updating tracking forms, as requested.
- Assist with preparation for monitoring events.
- Assist with program data for quarterly and annual reports.

FISCAL MANAGEMENT:

- Assist with the processing of purchase orders, purchase requests, and travel requests as needed.
- Cross-train as back-up for assisting with fiscal process.

FACILITIES, MATERIALS AND EQUIPMENT:

- Manage the scheduling, maintenance, and tracking of agency vehicles.
- Assist with student transportation tracking in districts.
- Assist with agency and Central Office inventory, as needed.
- Prepare annual bus leases.
- Prepare annual building lease letters.

SELF-ASSESSMENT/COMMUNITY ASSESSMENT:

- Assist the Director with the preparation of schedules, documents and reports for the program’s Self-Assessment.
- Assist management staff with the collection and organization of Community Assessment data.

HUMAN RESOURCES:

- Maintain an updated Murray Head Start Staff Directory, including blended partner staff, and distribute electronic and paper copies as requested.
- Process all travel for Central Office and field staff, including hotel reservations, airline reservations, and conference registrations.
- Cross-train as back-up for assisting with human resources and payroll.

PROGRAM SERVICES:

- Assist other support services staff, as needed, with the preparation and distribution of reports and materials for comprehensive program services.

The statements outlined in the above description are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills that may be assigned by the immediate supervisor.

Performance of this job will be evaluated in accordance with provision of the Board policy and Murray Head Start policy on Evaluation of Personnel.

Offers of employment are conditional pending satisfactory receipt of a recent physical examination, TB skin test/assessment, criminal background check, and Murray Independent Board and Policy Council approval.

I, _____, have read and understand this job description. I agree to assume the defined responsibilities and perform these duties.

Signature _____ Date _____