

ADMINISTRATIVE ASSISTANT III

Phoenix Regional Area

First Things First (FTF), also known as the Arizona Early Childhood Development and Health Board, is a public agency that exists to increase the quality of, and access to, the early childhood development and health system that ensures a child entering school comes healthy and ready to succeed. Passed by voter initiative in 2006, First Things First operates through a tax on tobacco products. Governed by a State Board and Regional Partnership Councils, First Things First is a decentralized organization that engages diverse constituencies to accomplish its mission. Organizational values include a focus on accountability, transparency, coordination, collaboration and on the outcomes that will ensure young children start kindergarten ready for school and life. First Things First acts in accordance with our Beliefs, Actions and Performance statements, which are attached.

First Things First is currently seeking an Administrative Assistant III to work in the Phoenix Regional Office located at 4000 North Central Avenue, Phoenix, Arizona, 85012.

Job Summary:

Position serves in staff support capacity to Senior Regional Director and Regional Directors performing a variety of complex administrative tasks and includes regional travel. Will provide customer service; plan meetings; coordinate activities; establish priorities; develop effective operating procedures; prepare reports; take initiative; multi-task; meet deadlines and have ability to problem solve. The position requires substantial effort to coordinate and work with the Senior Director, Regional Directors, Regional Administrative Assistants, Regional Council Members and program providers.

Distinguishing Characteristics:

The ideal candidate will enthusiastically support the vision and mission of First Things First and possess the personal qualities of integrity and credibility. They shall possess the knowledge of principles and practices of administration and management, agency or program rules, regulations and operating procedures, accounting and budgeting procedures, and state and federal rules and regulations governing the areas of assignments; minute taking accuracy; ability to work independently and exercise appropriate judgment; knowledge of Arizona Open Meeting Law; knowledge of Robert's Rules of Order and be informed about First Things First.

Typical Duties and Responsibilities:

Under the general supervision of the Senior Regional Director, duties and responsibilities may include but are not limited to:

- Communicate with general public and collaborating partners (telephone, email, etc.)
- Schedule and arrange meetings/events including determining location, posting notices to agency calendars, inviting and tracking attendees, attending meetings, preparing meeting materials and formal meeting minutes, and providing any follow-up activities
- Budget preparation and tracking
- Report preparation
- Assist with processing grant requests
- Provide support to volunteer Regional Council members including processing applications and related paperwork as well as responding to information requests
- Coordinate tasks with Administrative Assistants
- Purchase/monitor supplies
- Prepare payroll timesheets and travel reimbursements for the region
- Record keeping
- Research and special projects
- Analyzing data
- Write or edit assignments as needed
- Assist the Sr. Director with team meetings, calendars, and staff communications
- Assist Sr. Director and Directors with cross-regional collaboration activities
- Other duties assigned
- Must have reliable transportation

Qualifications:

- Three years responsible administrative experience; or Bachelor's degree in a field appropriate to the assignment and two years responsible administrative experience; or a Master's degree in a field appropriate to the assignment and one year responsible administrative experience
- Organized, detail-oriented, and ability to handle multiple projects under deadline
- Proactive in identifying and completing tasks applicable to the job
- Ability to problem solve and exercise appropriate judgment
- Knowledge of Arizona Open Meeting Law and Robert's Rules of Order
- Skills in oral and written communication
- Team player
- Strong computer skills in Microsoft Outlook, Word, Excel, PowerPoint and Publisher at a minimum
- Ability to operate general office equipment such as LCD projector, digital recorder, digital camera, etc.

Review of resumes will begin on August 5, 2015, and continue until the position is filled. For consideration please submit your cover letter, comprehensive resume and three professional references by the close of business on August 5, 2015 to:

www.AZSTATEJOBS.gov

In the AZ State Personnel System, the position is classified as a Grade 17 and has a salary range of \$35,000 to \$42,000. The position is not covered under the State of Arizona Merit system rules. The State of Arizona offers an outstanding comprehensive benefits package.