



# FIRST THINGS FIRST

## **Administrative Assistant II**

First Things First (Arizona Early Childhood Development and Health Board) is one of the critical state partners in creating a child and family-centered, comprehensive, collaborative and high-quality early childhood system that supports the development, health and early education of all Arizona's children. Created by voter initiative in 2006, First Things First is governed by a state Board with 28 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 healthy and ready to succeed in school and in life.

First Things First is currently seeking an Administrative Assistant II to work in the Lakeside Regional Office located at 4700 West White Mountain Blvd. in Lakeside, Arizona 85929.

### **Job Summary:**

This position serves in staff support capacity to Regional Directors serving the Navajo/Apache and the White Mountain Apache Tribe Regional Partnership Councils, 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; take initiative; multi-task; meet deadlines; adjust priorities and problem solve. The position requires substantial effort to coordinate and work with the volunteer Regional Council members, internal First Things First staff as well as communicating effectively with regional resource agencies.

### **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, project planning, agency or program rules, regulations and operating procedures, accounting and budgeting procedures, and state and federal rules and regulations governing the areas of assignments; highly knowledgeable and possesses proficient skills in Microsoft Office Software including: Word, Outlook, Publisher, Power Point, and Excel at a minimum; general office equipment; 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 Regional Directors, 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, attending meetings, preparing formal meeting minutes, and providing any follow-up activities
- Budget preparation, expense tracking and analysis
- Report preparation
- Assist with other duties or projects that may be identified by the regional and/or senior director
- Compose draft documents and handle detailed work accurately and in a timely manner
- Write or edit documents as needed
- Assist with processing grant requests
- Process applications and related paperwork for volunteer Regional Council members
- Purchasing and monitoring inventory of office supplies and educational reinforcement items.
- Prepare payroll timesheets for both regional directors
- Prepare and process travel reimbursements for both regions' staff and regional council members
- Record Keeping
- Research special projects
- Assist the Regional Directors with cross-regional collaboration activities
- Other duties assigned by the Regional Directors
- Must have reliable transportation

**Qualifications:**

- Strong skills in oral and written communication
- Possess strong, current computer skills in Microsoft Outlook, Word, Excel, PowerPoint and Publisher
- Strong organizational and time management skills, and ability to handle multiple projects and adjust priorities under deadline
- Experience in project management with multiple projects and deadlines
- Ability to operate general office equipment such as printer/copier/scanner, LCD projector, digital recorder, digital camera, etc.
- Two years responsible administrative experience; or Bachelor's degree from an accredited college or university in a field appropriate to the assignment and one year's responsible administrative experience.

Review of resumes will begin on September 9, 2016, 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 September 8, 2016 to:

[www.AZSTATEJOBS.gov](http://www.AZSTATEJOBS.gov)

In the AZ State Personnel System, the position is classified as a Grade 15 and has a salary range of \$29,000 to \$33,000. The position is not covered under the State of Arizona Merit system rules. The State of Arizona offers an outstanding comprehensive benefits package.  
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