



# 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 Phoenix Regional Office located at 4000 North Central Avenue, Phoenix, Arizona, 85012.

### **Job Summary:**

Position serves in staff support capacity to 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 Regional Directors, other Administrative Assistants, Regional Council Members, community stakeholders 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 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, inviting and tracking attendees, attending meetings, preparing meeting materials and formal meeting minutes, and providing any follow-up activities
- Budget preparation and tracking
- Prepare reports and meeting documents

- Assist with processing grant requests
- Provide support to volunteer Regional Council members including processing paperwork as well as responding to information requests
- Purchase/monitor office supplies
- Prepare payroll timesheets
- Prepare and process travel reimbursements
- Organize and maintain records
- Research and complete special projects
- Analyze data
- Assist with internal and external meetings, calendars, communications
- Write or edit assignments as needed
- Other duties assigned
- Must have reliable transportation

**Qualifications:**

- Skill in oral and written communication
- Possess computer skills in Microsoft Outlook, Word, Excel, PowerPoint and Publisher
- Extensive organizational and time management skills, and ability to handle multiple projects under deadline
- Ability to operate general office equipment such as 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 November 7, 2016, and continue until the position is filled. For consideration please submit your cover letter, comprehensive resume and three professional references 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 hiring salary range of \$30,500 to \$35,000. The position is not covered under the State of Arizona Merit system rules. The State of Arizona offers an outstanding comprehensive benefits package.

“Arizona State Government is an EOE/ADA Reasonable Accommodation Employer”