



## FIRST THINGS FIRST

### ADMINISTRATIVE ASSISTANT II

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 II to work in the Lakeside Regional Office located at 4700 West White Mountain Blvd. in Lakeside, Arizona 85929.

#### **Job Summary:**

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 and have ability to problem solve. The position requires substantial effort to coordinate and work with the volunteer Regional Council members 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; 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 and tracking
- 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
- Purchase/monitor supplies
- Prepare payroll timesheets for both regions
- Prepare and process travel reimbursements for both regions
- Record Keeping
- Research special projects
- Analyzing data
- 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 computer skills in Microsoft Outlook, Word, Excel, PowerPoint and Publisher
- Extensive organizational and time management skills, and ability to handle multiple projects under deadline
- Familiarity with project management processes
- 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 August 31, 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 28, 2015 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 \$30,500 to \$40,000. The position is not covered under the State of Arizona Merit system rules. The State of Arizona offers an outstanding comprehensive benefits package.