



# NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

*Developing children, families and future leaders of our communities through empowerment, education and wellness from our house to yours.*

## JOB ANNOUNCEMENT

### ADMINISTRATIVE ASSISTANT

**APPLICATION DEADLINE:**      **OPEN UNTIL FILLED**

<b>Position no. / Range:</b>	0007/ 46.01	<b>Union Status:</b>	Non- Union
<b>Starting Pay:</b>	\$17.20- \$18.99 p. hr.	<b>No. of Weeks:</b>	52
<b>Hours of Work:</b>	8:00 am- 5:00 pm	<b>Status/ Hours:</b>	Full Time/ Non- Exempt
<b>Location:</b>	5660 Copley Dr. San Diego, CA 92111	<b>Dept. Program:</b>	Head Start- CCU

#### **Basic Job Assignment:**

Under general direction, performs a wide variety of highly responsible, complex and often sensitive and confidential office administrative and secretarial / office support functions in a major NHA section; provides responsible, para-professional administrative assistance in the analysis, implementation and monitoring of programs; may supervise the work of other office support staff; and performs related duties as assigned.

#### **Employment Requirements:**

The ideal candidate is a self-motivated, independent worker who possesses a solid understanding of Office administrative and management practices and procedures; Basic data processing principles and the use of word processing and computer equipment and software; Record keeping, filing and purchasing practices and procedures; NHA organization, rules, policies, and procedures, relating to the administration of an NHA section; The ability to operate a computer terminal and / or computer using word processing, spreadsheet, database and other standard business software; Interpret, apply, explain and reach sound decisions in accordance with laws, regulations, rules and policies; Maintain sensitive and confidential information; communicate effectively orally and in writing with staff, managers, clients/ participants, and individuals of varying levels outside of the department and organization using tact discretion and diplomacy; establish and maintain effective working relationships with all levels of Association management, employees, and others encountered in the course of work; is well organized and is able to plan and prepare in a thorough fashion; Train others in work processes and procedures; Correct English usage, including spelling, grammar and punctuation; and has demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.

#### **Qualifications:**

- Graduation from high school or GED equivalent; **AND**
- At least four years of increasingly responsible office administrative or secretarial experience; **OR**
- An equivalent combination of training and experience.
- Must meet and maintain state law and county licensing requirements regarding employment in a child care center (fingerprints, TB, physical).



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### **Example of Major Functions:**

- Plans, organizes, controls, integrates and evaluates the work of assigned staff;
- Ensures a high-performance, customer service-oriented work environment which supports achieving the section's and NHA's mission, objectives and values;
- Participates in the development and implementation of section and / or agency policies and procedures;
- Provides administrative and office support to a key NHA executive or manager and other unit staff, typing and / or drafting memoranda, correspondence, board transmittals and other documents and reports;
- Maintains appointment calendars, coordinating meetings, screening requests for the manager's time and assisting him / her with effective time management;
- Proofreads and checks typed and other materials for accuracy, completeness and compliance with NHA standards, policies and procedures;
- Researches and assembles information from a variety of sources for the preparation of records and reports;
- Directs and participates in implementing the section's records management procedures in accordance with the requirements of NHA's records management program;
- Coordinates and participates in purchasing equipment, materials and supplies.

### **APPLICATION SUBMITTAL INSTRUCTIONS:**

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41<sup>st</sup> Street, San Diego 92113; or on the Agency website at [www.neighborhoodhouse.org](http://www.neighborhoodhouse.org). Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111 or scanned/ emailed to: [recruiting@neighborhoodhouse.org](mailto:recruiting@neighborhoodhouse.org).

Applications must be fully completed (per instructions), signed, and dated when submitted. Any applicable supplemental application questions must be attached to the application at the time the application is submitted. All statements on the application will be subject to verification and investigation prior to employment. In order for your education or certification(s) to be considered, you must attach a copy of your degree transcripts, diploma, or foreign equivalency report and/ or certification to your application. If you are selected for further consideration official degree transcripts may be requested. Please only submit the documents required.

**NOTE:** Only those candidates being considered will be contacted for an interview and reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of job on a case by case basis.



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### HOW DID YOU HEAR ABOUT THIS POSITION WITH THE NEIGHBORHOOD HOUSE

- ☐ NHA Website (www.neighborhoodhouse.org)
- ☐ Jobing.com
- ☐ Indeed.com
- ☐ Edjoin.org
- ☐ Jobs @ Head Start
- ☐ NPworks.org
- ☐ Caljobs.ca.gov
- ☐ Backpage.com
- ☐ CALSAC.org (CA School Age Consortium)
- ☐ Community College or University Website: \_\_\_\_\_
- ☐ Employee Referral: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_

### **BENEFITS:**

Eligible positions receive the following benefits: Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

### **INTRODUCTORY PERIOD:**

All regular appointees serve 6 months introductory period.

### **CITIZENSHIP/IMMIGRATION STATUS:**

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

This Job Announcement is not an offer of employment. The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

**Please note that offers of employment are only valid if they are made by the Human Resources Department**