

## Rural Utah Child Development Job Opening Announcement

The position is open to the community at large and to parents, current substitutes, temporary employees, regular employees, and regular non-parent volunteers. Job opening announcements are sent out to parents and staff. The job is also open to the public through Dept. of Workforce Services.

**Position:** Office Administrator

**Location:** Carbon County, 1375 S 100 E, Price, UT 84501

**Work hours:** 40 hours/week, Monday - Friday, flexible work schedule, benefits; medical, dental, vision, 401K with company match, paid holidays and vacation.

**Salary Range:** starting at \$21.43

**Job Summary:** Performs a variety of high-level administrative, fiscal and clerical duties. Provides Head Start personnel, Policy Council, Board of Directors and families with appropriate materials and information regarding employment, office and program matters. Gathers and assembles materials and data required by the program for correspondence, reports, and proposals.

**Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Knowledge and experience in the administration of an early childhood or similar type program.
- High level of confidentiality and professionalism.
- Organized, detail and task-oriented.
- Ability to use good judgment, work independently and take initiative.
- Excellent interpersonal skills, which include, verbal, written and listening.
- Working knowledge of computer applications including word processing, email, internet access, spreadsheets, and desktop programs.
- Technical writing ability a must.
- Willing to obtain relevant certifications as necessary.

**EDUCATION and/or EXPERIENCE:**

- Minimum of Bachelor's Degree or Associate's degree with equivalent work experience in administration, business, fiscal or a related field.
- Minimum of two years experience in office administration required.

**How to apply:**

- Applications are available on our website ([www.rucd.org](http://www.rucd.org)), click on the employment opportunities link OR Dept. of Workforce Services. Full job description available upon request.
- Applications will be accepted until 7/24/2019.
- Please send completed applications by email to [tthayn@rucd.org](mailto:tthayn@rucd.org).
- For further information, please contact Ted Thayn at [tthayn@rucd.org](mailto:tthayn@rucd.org).