



Solano Family & Children's Services

421 Executive Court North * Fairfield, CA 94534
Phone: (707) 863-3950 option 7 * Fax: (707) 863-9772

Job Description/Announcement

Administrative Assistant #85

Position Type:

Full-Time

Days:

Monday – Friday
(Occ Weekends)

Hours:

8:30 AM – 5:30 PM
(Occ Evenings)

Open To:

Internal & External

Department:

Administration

Reports to:

Operations Manager

Management:

No

Position Status:

Non-exempt

Salary:

\$19.34 Hourly

Benefits:

- Medical
- Dental
- Vision
- 403(b)
- Aflac
- Life/ADD
- LTD
- FSA

Date Updated:

7/21/2021

Solano Family & Children's Services promotes and advocates for the well-being of children, their families and child care providers, by offering access to a variety of child care resources. We hire individuals who have a strong work ethic and are looking for a career that supports our mission and impact in Solano County.

Essential Duties and Responsibilities

SFCS is looking for an independent individual who can carry out day-to-day organizational tasks and facilitate efficient communication for the Administrative Management team.

The ideal candidate should be proficient with a variety of responsibilities including Microsoft products, social media, a strong sense of integrity and ability to handle confidential information with discretion.

Job Specifications

- Two years of administrative assistant, clerical experience, or similar position
- Ability to multitask and to complete assigned projects timely & efficiently
- High School diploma, G.E.D., or equivalent combination of education and experience

Knowledge, Skills, and Abilities

- Must have strong interpersonal and customer service skills
- Utilize judgement and confidentiality in handling sensitive information, and all forms of Personally Identifiable Information
- Exhibit polite and professional communication via phone, e-mail, and mail
- Compose and edit correspondence with very high standards for grammar, spelling, and document correction
- Ability to prioritize assigned tasks, work well under pressure, and work well with other agencies and community partners.
- Expert level PC skills in MS Word, Power Point, Excel, Databases, social media, and advanced typing skills.
- Capability of attending educational/training seminars in various locations
- Capacity to manage time and ability to meet deadlines
- Employ problem-solving and decision-making skills,
- Must be proactive and self-motivated
- Gather documents and information to prepare for meetings

Special Licenses or Certificates

CA Driver License and dependable transportation with appropriate insurance coverage

Pre-Employment Screening

Drug screen and background check required after offer of position

Job Description
Administrative Assistant #85

Essential Functions	Description of Essential Functions
Correspondence	<ul style="list-style-type: none"> • Write and edit e-mails • Schedule and send invitations for meetings on behalf of Managers and the Executive Director • Prepare communications on behalf of the management team
Confidentiality	<ul style="list-style-type: none"> • Respect the privacy of staff and clients • Hold in confidence all information accessed in the course of professional service.
Administrative Assistance	<ul style="list-style-type: none"> • Organize & schedule meetings • Send reminders • Organize catering as needed
Communications/Events/Trainings	<ul style="list-style-type: none"> • Generate communications through Constant Contact, Webmaster, the agency website, and social media • Create monthly notifications regarding employee events, trainings, and anniversaries
Data Processing/Record Keeping	<ul style="list-style-type: none"> • Collect, organize, and process data as needed for tracking and reporting requirements • Continually update the Staff Database/Datasheet using Microsoft Excel • Collect and process administration documents
Accounting	<ul style="list-style-type: none"> • Perform minor accounting duties
Employment Applications	<ul style="list-style-type: none"> • Process Employment Applications • Complete the Applicant Referral Form • Forward to the Human Resources Manager
Personnel Records	<ul style="list-style-type: none"> • Maintain personnel records and inter-office documents for Managers
Phones/Visitor	<ul style="list-style-type: none"> • Assist with answering phones as needed • Greet and direct visitors as needed • Back up receptionist
Physical requirements	<ul style="list-style-type: none"> • Ability to lift 10 pounds, move chairs, tables and training materials and equipment. • Ability to bend, twist, stoop. • Ability to use computer, copy machine, fax machine, etc. • Ability to sit for two hours at a time
Other Duties	<ul style="list-style-type: none"> • As assigned

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application Information

To Obtain an Application:	Application Submission:	Additional Information:
<ul style="list-style-type: none">• Visit our website at www.solanofamily.org• Request via email at kparkham@solanofamily.org• Call the Job Hotline at (707) 863-3950 option 7• Visit our office at 421 Executive Court North, Fairfield, CA 94534	<p>An agency application must be completed and submitted to:</p> <p>Solano Family & Children's Services Attn: Human Resources 421 Executive Court North Fairfield, CA 94534</p> <p>Or emailed to: kparkham@solanofamily.org</p>	<ul style="list-style-type: none">• Only the candidates who meet the job requirements will be invited to test and interview• Employment is conditional pending satisfactory results of all requirements• The position requires a pre-employment (post-job-offer) agency-paid drug screen, TB clearance and criminal background check

An Equal Employment Opportunity Employer M/F/B/D/V