

**Rural Utah Child Development  
Job Opening Announcement**

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

**Position:** Administrative Assistant

**Location:** Carbon County

**Work hours:** 40 hours/week, 8-4 Monday - Friday, seasonal, eligible for unemployment in summer months, benefits; medical, dental, vision, 401K, paid holidays and vacation.

**Salary Range:** \$17.79 - \$18.99

**Job Summary:** Provides administrative support to the Executive Director, Personnel Specialist and other Specialists as directed. Performs a variety of high-level clerical duties and administrative support. Provides Head Start staff, Policy Council, Board of Directors and families with appropriate material and information regarding office and program matters. Gathers and assembles material and data required by program for correspondence, reports and proposals. Oversees Administrative Office and supervises Office Support staff.

**Requirements:**

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

- Knowledge in the administration of an early childhood or similar type program.
- 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, e-mail, Internet access, spreadsheets and desktop programs.
- Technical writing ability a must

**EDUCATION and/or EXPERIENCE:**

- Associate’s degree from two-year College or University **required.**
- A minimum of two years 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 12/10/18
- Please send completed applications by email to [heden@rucd.org](mailto:heden@rucd.org)
- For further information, please contact Heele Eden at [heden@rucd.org](mailto:heden@rucd.org)

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