

JOB OPENING

Job Title: Administrative Officer

40 hours/Week

Closes: 5:00pm, Monday, October 16, 2023

Department: Administration

Location: Job is located at 2229 5th Avenue
Please turn in applications at the front desk.

District 4 HRDC currently has a job opening for an Administrative Officer. For more information please contact Executive Director Carilla French, frenchc@hrdc4.org, 406-265-6743 ext.1128

Position Summary: Administrative Management; Board of Directors activities coordinator; Supervision of the Front Office duties; Compensation and Benefits Administration; Policy Development documentation; Employee services and counseling; Assistant to the Executive Director.

Wage: \$22.34 per hour

Hours: 40 per week

Benefits Available: Health, Vision and Dental Insurance; Annual, Sick and Personal Days; Simple IRA and 12 paid holidays off per year.

Application Deadline: 5:00pm, Monday October 16, 2023

Who should apply for this position? Anyone with an Associate's Degree and two years' experience **OR** HS Diploma and four years' experience with comprehensive office administration in professional, technical or responsible public contact work in one or more of the following fields: business, personnel or public administration, law or vocational field.

To Apply, Submit the Following:

1. LETTER OF INTEREST stating your qualifications for the position and why you are interested in working for District 4 HRDC.
2. Current RESUME
3. Completed APPLICATION COVER SHEET
4. Signed JOB DESCRIPTION
5. Completed HRDC EMPLOYMENT APPLICATION

Applications should be submitted to Amaya Bliwernitz, HRDC Receptionist, 2229 5th Ave. Havre, MT 59501

Incomplete application packets will not be considered. Contact Carilla French with any questions regarding the application process, 406-265-6743 extension 1128



APPLICATION COVER SHEET

Job Title: Administrative Officer

Wage: \$22.34 per hour

Hours: 40 hours per week (52 weeks per year)

Application Deadline: 5:00pm, Monday, October 16, 2023

PLEASE PROVIDE

1. COVER LETTER/LETTER OF INTEREST
2. RESUME
3. COMPLETED APPLICATION COVER SHEET
4. SIGNED DISTRICT 4 HRDC JOB DESCRIPTION
5. COMPLETED AND SIGNED DISTRICT 4 HRDC EMPLOYMENT APPLICATION

POSITION SUMMARY: Administrative Management; Board of Directors activities coordinator; Supervision of the Front Office duties; Compensation and Benefits Administration; Policy Development documentation; Employee services and counseling; Assistant to the Executive Director.

MAJOR RESPONSIBILITIES:

1. Assist Executive Director with Agency Policy development, contract compliance, grant writing, organizational structure, planning, needs assessment and program evaluation. Participate in Program Directors meetings and take minutes.
2. Maintain and prepare Board of Director and committee activities including minutes, assemble Board packets, organize Annual Meeting and possess a thorough knowledge of the Board By-Laws.
3. Signatory on Agency Checking Accounts, approval of purchase orders and vouchers according to fiscal policies.
4. Perform and provide receptionist duties including, coverage of multi-line switchboard and the greeting of walk-in clients in coordination with other administrative staff. Knowledge of all functions that the front desk provides. Supervise and provide training to staff providing receptionist services.
5. Coordinate all aspects of the personnel hiring process. Conduct reference checks, background checks, orientation and advise personnel of benefits. Prepare Personnel Action Notices for fiscal department/payroll clerk.
6. Possess a thorough knowledge of Agency Policy and Procedures. Provide advice and guidance in updating Agency Policies and procedures. Notify employees of all policy changes.
7. Maintain contents and security of personnel files at all times.
8. Maintain current documentation of employee automobile insurance.
9. Notify directors of employee annual evaluation due dates. Prepare Personnel Action Notices for the fiscal department/payroll clerk regarding pay and benefit changes.
10. Notify and assist Board of Directors in completing Executive Director's annual performance review and employment agreement.
11. Conduct exit interviews and prepare all documentation for the fiscal department/payroll clerk. Assist and advise employees in grievance procedure.
12. Responsible for all aspects of employee and customer accident reporting.

13. Complete all forms to be sent to the State, for example, Workers Compensation Claims, Montana New Hire Reporting, and Unemployment Insurance Claims and submit annual reports to the State of Montana.
14. Editor of the HRDC Web page in regards to HRDC staffing/Executive Director Report/Board Members and Job Opportunities. Responsible for quarterly newsletter and HRDC 4 Annual Report.
15. Coordinate all social media for Agency programs.
16. Formulate strategic direction in keeping with the overall organization mission, with board guidance; provides overall guidance to management.

ADDITIONAL RESPONSIBILITIES:

1. Ability to communicate effectively and clearly both verbally and in writing.
2. Requires a willingness to work with people of all income levels with diversified backgrounds, including people in need of Agency services, State officials, business people, and community leaders.
3. Cultivate and maintain positive relationships with staff members. Maintain open and honest lines of communication with staff.
4. Assist Executive Director in maintaining cooperation and coordination among all HRDC components.
5. Serve as liaison between HRDC Board and Executive Director.
6. Promote the goals and services of District 4 HRDC throughout the communities of Hill, Blaine, and Liberty Counties.
7. Attend meetings in place of the Executive Director as needed to represent the Agency in a positive manner.
8. Serve as a Montana Notary Public.
9. Demonstrate a commitment to the mission of the Agency, present thoughtful recommendations and resolutions; and always display integrity, honest interaction, and professional excellence.
10. Possess a thorough understanding of the Agency Strategic Plan and Work Plan.
11. Other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Education: Associates Degree and two years' experience OR HS Diploma and four years' experience with comprehensive office administration in professional, technical or responsible public contact work in one or more of the following fields: business, personnel or public administration, law or vocational field.
2. Must possess a valid Montana driver's license and vehicle liability insurance, must have a good driving record and meet insurability requirements for agency automobile insurance policy.
3. Bondable.

Within 2 years of employment the following certifications must be successfully obtained*:

4. Results Oriented Management and Accountability (ROMA) Trainer.
5. ROMA Implementer

SPECIAL INFORMATION –

1. ***We are an Equal Opportunity Employer/Program, and auxiliary aids and services are provided for individuals with disabilities.***
2. ***Current District 4 HRDC Early Head Start and Head Start Parents, current Clients and Volunteers, will receive an interview for employment vacancies for which they are qualified. (Please note on additional information section of application, if this pertains to you).***
3. ***Occasional travel for trainings may be required.***
4. ***EXCELLENT BENEFITS ARE PROVIDED BY HRDC.***
5. ***Application will be rejected if incomplete or unsigned.***
6. ***Background Check required before applicant is hired.***
7. ***Please complete the application by typing or printing in ink. Incomplete applications will not be considered.***
8. ***This application is valid only for the job detailed above. Future job openings will require a new application.***

We are an Equal Opportunity Employer/Program, and auxiliary aids and services are provided for individuals with disabilities.

PLEASE ANSWER THE FOLLOWING QUESTION

1. From the Job Description for Administrative Officer please tell us what experience you have had that qualifies you for this position.

[illegible]

DISTRICT 4 HUMAN RESOURCES DEVELOPMENT COUNCIL



2229 5TH AVENUE
HAYRE, MONTANA 59501
(406) 265-6743

WEBSITE: www.hrdc4.org

"This institution is an Equal Opportunity Provider and Employer"

PERSONAL INFORMATION

Date _____

Name _____ Phone _____
(Last) (First) (Middle)

Present Address _____
(Street) (City) (State) (Zip)

Do you have a current Driver's License? ☐ Yes ☐ No Are you insurable? ☐ Yes ☐ No

Do you have proof of the required Liability Insurance on your vehicle? ☐ Yes ☐ No

EMPLOYMENT DESIRED

Position _____

Date you can start _____ Salary Desired _____

Are you employed now? ☐ Yes ☐ No If so, may we inquire of your present employer? ☐ Yes ☐ No

Have you ever applied to this agency before? ☐ Yes ☐ No

Where? _____ When? _____

EDUCATION

	Name and location Of school	Grade Completed	Area of Study
Grammar School	_____	_____	_____
High School	_____	_____	_____
College	_____	_____	_____
Trade/Business	_____	_____	_____
Corres. Courses	_____	_____	_____

FORMER EMPLOYERS (List below last four employers, starting with the current one.)

Date Employed From _____ To _____ Phone _____
Employer _____ Location _____
Supervisor _____ Position _____
Duties _____

Salary _____ Reason for Leaving _____

Date Employed From _____ To _____ Phone _____
Employer _____ Location _____
Supervisor _____ Position _____
Duties _____

Salary _____ Reason for Leaving _____

Date Employed From _____ To _____ Phone _____
Employer _____ Location _____
Supervisor _____ Position _____
Duties _____

Salary _____ Reason for Leaving _____

Date Employed From _____ To _____ Phone _____
Employer _____ Location _____
Supervisor _____ Position _____
Duties _____

Salary _____ Reason for Leaving _____

Applicant Data Record

Qualified applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition, or handicap.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities.

Information on this form will not be used or seen by the selection committee and is solely to help us comply with government record keeping, reporting and other legal requirements. Please fill out the Data Record.

This Data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.

Date _____

Position(s)/Program Applied for _____

Birthdate _____ ☐ Male ☐ Female

Referral Source (Please check one)

☐ Newspaper ☐ Job Service ☐ Friend
☐ HRDC Website Other (please specify) _____

Check one of the following

Race/Ethnic Group

☐ Caucasian ☐ Native American/Alaskan Native ☐ African American
☐ Asian/Pacific Islander ☐ Hispanic

Check if any of the following are applicable

☐ Veteran ☐ Disabled Veteran ☐ Handicapped Individual

DISTRICT 4 HUMAN RESOURCES DEVELOPMENT COUNCIL

JOB DESCRIPTION

TITLE: Administrative Officer	SUPERVISOR: Executive Director
PROBATIONARY PERIOD: 1 year	SUPERVISES: Receptionist
EMPLOYMENT HOURS: 40/week	WEEKS PER YEAR: 52
GRADE: 20	STARTING WAGE: \$22.34
POSITION SUMMARY: Administrative Management; Board of Directors activities coordinator; Supervision of the Front Office duties; Compensation and Benefits Administration; Policy Development documentation; Employee services and counseling; Assistant to the Executive Director.	

MAJOR RESPONSIBILITIES:

1. Assist Executive Director with Agency Policy development, contract compliance, grant writing, organizational structure, planning, needs assessment and program evaluation. Participate in Program Directors meetings and take minutes.
2. Maintain and prepare Board of Director and committee activities including minutes, assemble Board packets, organize Annual Meeting and possess a thorough knowledge of the Board By-Laws.
3. Signatory on Agency Checking Accounts, approval of purchase orders and vouchers according to fiscal policies.
4. Perform and provide receptionist duties including, coverage of multi-line switchboard and the greeting of walk-in clients in coordination with other administrative staff. Knowledge of all functions that the front desk provides. Supervise and provide training to staff providing receptionist services.
5. Coordinate all aspects of the personnel hiring process. Conduct reference checks, background checks, orientation and advise personnel of benefits. Prepare Personnel Action Notices for fiscal department/payroll clerk.
6. Possess a thorough knowledge of Agency Policy and Procedures. Provide advice and guidance in updating Agency Policies and procedures. Notify employees of all policy changes.
7. Maintain contents and security of personnel files at all times.
8. Maintain current documentation of employee automobile insurance.
9. Notify directors of employee annual evaluation due dates. Prepare Personnel Action Notices for the fiscal department/payroll clerk regarding pay and benefit changes.
10. Notify and assist Board of Directors in completing Executive Director's annual performance review and employment agreement.
11. Conduct exit interviews and prepare all documentation for the fiscal department/payroll clerk. Assist and advise employees in grievance procedure.
12. Responsible for all aspects of employee and customer accident reporting.
13. Complete all forms to be sent to the State, for example, Workers Compensation Claims, Montana New Hire Reporting, and Unemployment Insurance Claims and submit annual reports to the State of Montana.
14. Editor of the HRDC Web page in regards to HRDC staffing/Executive Director Report/Board Members and Job Opportunities. Responsible for quarterly newsletter and HRDC 4 Annual Report.
15. Coordinate all social media for Agency programs.
16. Formulate strategic direction in keeping with the overall organization mission, with board guidance; provides overall guidance to management.

ADDITIONAL RESPONSIBILITIES:

1. Ability to communicate effectively and clearly both verbally and in writing.
2. Requires a willingness to work with people of all income levels with diversified backgrounds, including people in need of Agency services, State officials, business people, and community leaders.
3. Cultivate and maintain positive relationships with staff members. Maintain open and honest lines of communication with staff.
4. Assist Executive Director in maintaining cooperation and coordination among all HRDC components.
5. Serve as liaison between HRDC Board and Executive Director.

6. Promote the goals and services of District 4 HRDC throughout the communities of Hill, Blaine, and Liberty Counties.
7. Attend meetings in place of the Executive Director as needed to represent the Agency in a positive manner.
8. Serve as a Montana Notary Public.
9. Demonstrate a commitment to the mission of the Agency, present thoughtful recommendations and resolutions; and always display integrity, honest interaction, and professional excellence.
10. Possess a thorough understanding of the Agency Strategic Plan and Work Plan.
11. Other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Education: Associates Degree and two years' experience **OR** HS Diploma and four years' experience with comprehensive office administration in professional, technical or responsible public contact work in one or more of the following fields: business, personnel or public administration, law or vocational field.
2. Must possess a valid Montana driver's license and vehicle liability insurance, must have a good driving record and meet insurability requirements for agency automobile insurance policy.
3. Bondable.

Within 2 years of employment the following certifications must be successfully obtained*:

4. Results Oriented Management and Accountability (ROMA) Trainer.
5. ROMA Implementer

SKILLS, ABILITIES AND OTHER REQUIREMENTS:

1. Thorough knowledge of all Microsoft Office programs, and familiarity with social media. Ability to learn and understand proprietary databases and navigate government websites to complete job duties.
2. Administrative or responsible supervisory experience in the recruitment, interviewing selection, placement, classification, training and/or counseling of personnel in public or private employment. Professional maturity. Problem-solving and critical analysis skills required. Knowledge of principles and objectives underlying the public employment service and of the applicable state and federal laws.
3. Demonstrate knowledge in the components of Community Action Agencies.
4. Excellent communication skills, both verbal and written.
5. Able to prioritize and handle multiple tasks. Advanced organizational skills and experience required. Eye for detail necessary. Work well under pressure, meet multiple and sometimes competing deadlines. At all times demonstrate cooperative behavior with colleagues and supervisors.

WORKING/ENVIRONMENTAL CONDITIONS:

1. Work is primarily in an office environment. Requires moderate physical effort, moving between 5 and 25 pounds, on an intermittent basis (less than 15% of the time). Incumbent must walk, stand, bend, kneel on an intermittent basis; Sit, use hands and arms, and speak on a frequent basis. Work is in an office environment.
2. Work requires intermittent driving less than 15% of time.

EMPLOYEE SIGNATURE: _____ **DATE:** _____

PAID LEAVE AND BENEFITS

The following benefit programs are available to eligible employees:

- **Annual Leave – page 29 Policies and Procedures Manual**
The amount of paid annual time employees receive each year increases with the length of their employment as shown in the following schedule:
 - a. .058 times the straight hours paid for employees with less than five years' continuous employment;
 - b. .069 times the straight hours paid for employees with five to 10 years of employment;
 - c. .075 times the straight hours paid for employees with 10 or more years of employment.
- **Sick Leave – page 30 Policies and Procedures Manual**
Eligible employees will accrue sick leave benefits at the rate of .040 times straight hours paid.
- **Personal Leave – page 31 Policies and Procedures Manual**
In January of each calendar year, employees will be given the option to convert up to 20% of their accrued sick leave up to 100 hours of personal leave.
- **Holidays (Eleven days per year) – page 31 Policies and Procedures Manual**
The following are recognized by the Agency as a holiday: New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day.
- **Health, Dental and Vision Insurance (After two months) – page 34 Policies and Procedures Manual**
The Agency's health insurance plan provides eligible employees and their dependents access to medical insurance benefits and is **subsidized by the Agency**. Vision and Dental Benefits are available at the employee's expense. Participation in insurance plans is subject to all terms and conditions of the agreement between the Agency and the insurance carriers.
- **Retirement Plan (After one year of employment)**
HRDC will match an employee's Simple IRA contribution up to 3% of their annual income. Employees are responsible for paying for their own life insurance. Should you choose to be insured by Protective Life Insurance through Waddell & Reed, your deductible can be paid through payroll deduction.

Some Benefit Programs Require Contributions From The Employee.

DISTRICT IV HRDC IS AN EQUAL OPPORTUNITY EMPLOYER. We prohibit unlawful discrimination in all aspects of employment with regard to age, race, sex, national origin, disability, creed, color, veteran's status, religion, or because of any person's membership in any other group or category which is legally protected.