

COUNTY PERSONNEL DEPARTMENT

**Job Posting**

**# 2023-15**

 **Early Childhood Program Assistant**

*Lucas County Family Council*

**Normal Hours of Work:** 40 hours per week, Monday through Friday work week

 8:30 a.m. to 4:30 p.m. (Full Time)

**Rate of Pay:** $23.22 per hour (Grade 24)

**Status:** Non-Bargaining Unit; Classified; FLSA-Non-Exempt

**Summary of Responsibilities**

Under the direction of the Associate Director for Early Childhood (EC), responsible for providing an advanced level of support for the Help Me Grow (county Early Intervention and regional Central Intake & Referral) and Early Head Start programs, overseeing the general operation of the early childhood programs, and assisting the Associate Director and Early Childhood staff with program operations. Relieves supervisor of routine administrative tasks (e.g., takes meeting notes, schedules meetings, prepares purchase requests, prepares reports and/or correspondence, does research, responds to inquiries and/or complaints as needed; provides information; develops and keeps a current working knowledge of laws and procedures governing the programs).

**Minimum Qualifications:**

· Minimum Bachelor degree in business management, early childhood development, social work or related field.

· Minimum three years’ experience in an office setting working with multiple managers on a variety of tasks.

· Minimum three years’ experience working with word processing, spreadsheet, internet, and database software and management information system

**Application deadline: Open until filled**

Please apply on-line (www.co.lucas.oh.us) or submit a cover letter, resume and professional references to the Lucas County Human Resources/Personnel Department, One Government Center, Suite 450, Toledo, OH 43604, EHS Coach

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