Administrative Assistant 1,  
Child Nutrition Programs  
Non-Classified Classification

Open for Recruitment: October 6, 2016 - October 13, 2016  
Announcement #: NONCLS046422  
Salary Range: $15.39 per hour - Plus Competitive Benefits!  
Location(s): Boise

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

The State Department of Education is seeking a Child Nutrition Programs Administrative Assistant to provide support to the National School Lunch, Summer Food and Team Nutrition Programs.

The Child Nutrition Programs (CNP) at the Idaho State Department of Education administers USDA funds to ensure nutritional needs are met in Idaho through a variety of school programs and at child/adult care facilities.

This CNP Administrative Assistant position provides administrative support for Team Nutrition Grant, National School Lunch Program and Summer Food at the State Department of Education. The incumbent functions as a liaison between the USDA, Idaho school districts, summer food sites, and Team Nutrition participants, and the department of Child Nutrition Programs to answer questions and provide information. Emphasis will be placed on strong organizational skills, and balancing and coordinating workload for multiple projects. This is a full-time position serving under appointment of the Superintendent of Public Instruction.

RESPONSIBILITIES:

- Schedule committee meetings, conferences and trainings – local and regional; arrange space and equipment, contact participants, prepare the agenda, manuals, brochures, certificates of completion, attendance sheets, etc. Ship materials to event sites as needed. Collect training fees as needed.
- Prepare, edit and maintain training manuals and materials.
- Record and transcribe minutes of conference calls and meetings and assure appropriate distribution.
- Format and type a variety of executive and official letters, documents and reports.
- Originate routine correspondence in a variety of forms.
- Coordinate travel arrangements: i.e. hotel reservations, air transportation, rental cars, etc. for regional coordinators and consultants, as needed.
- Screen visitors and telephone calls and answer inquiries based on knowledge of policies and procedures; explain policies and procedures; handle complaints; develop and maintain record system to catalog and store documentation.
- Maintain contracts and records, track, and verify fees and expenses for all cadre, ensuring compliance with state and federal regulations.
- Track payments for school district grants, vendor payments, cadre reimbursement and other payments to ensure that they have been paid. Update budget expenditures to reflect these expenses; track and verify all expenses charged to department accounts.
- Prepare and maintain spreadsheet(s) to track team nutrition costs and training costs.
- Assist in preparing spreadsheet(s) containing budget information, detailing expenditures by the school districts of monies received through grants.
- Complete assignment of special projects for a short-term or ongoing nature as necessary.
- Purchase supplies for CNP personnel; track and verify charges; process P-card payments for purchases.
- Provide coverage of reception desk on a monthly basis.

**MINIMUM QUALIFICATIONS:**

- High school diploma or GED equivalent is required.
- Good knowledge of office support functions including word processing, filing, composing a variety of business documents, reception, gathering and compiling data, and balancing and coordinating a workload for multiple projects.
- Good customer service skills.
- Good knowledge of Microsoft Word, Excel, and PowerPoint.

**TO APPLY:**

Apply online through the State of Idaho, Division of Human Resources. A link to the job posting and online application can be found by clicking here. Click on the “Apply Online” button and follow the instructions provided to complete the Application Checklist and Exam for this position.

When updating your online application information, you must complete all items in the Application Checklist (this serves as your Employment Application). Without this information, your name cannot be referred for consideration.

The Exam for this position is to submit a letter of interest and customized resume/CV. The letter of interest and resume should emphasize skills, experience, education, and/or training that directly relate to the qualifications stated in the announcement.

All applications received for this opening will be reviewed and screened to determine the most suitable candidates to be called for interviews. Finalists will be asked to provide the names and contact information for three (3) professional references. Additional information, documentation, or transcripts may be requested.

**TIMEFRAMES:**

The State Department of Education seeks to fill this position as soon as possible following the closing date. **Interview dates have not been determined at this time.** Those applicants not selected will be notified.

Thank you for your interest in employment with the State Department of Education!

**OVERTIME NOTICE:** At the discretion of the appointing authority, compensatory time off may be provided in lieu of overtime cash compensation.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. The State of Idaho provides veterans preference in employment.