



ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC.

1201 89th Avenue NE • Suite 345 • Blaine, MN 55434
Phone 763-783-4747 • FAX 763-783-4700 • Website: www.accap.org

JOB DESCRIPTION

Position Title: Operation Specialist

FLSA: Non-Exempt

Class Title: Program Specialist

Range: 2

Reports to: Program Planner & Support Coordinator

Position Requirements:

Education and Experience: High school diploma or equivalent; six (6) months to one (1) year related experience and/or training; or a demonstrated capability to perform the job duties.

Licenses Required: None.

Certifications Required: Certification (or willingness to obtain) in: First Aid and CPR.

Background Investigation Required: BI through MN Department of Human Services.

Knowledge: Knowledge of human service programs, parent advocacy, and strong computer knowledge.

Abilities: Ability to work effectively with families experiencing poverty. Ability to work well with low-income clients; ability to relate to children and families; experience and ability in working in a multi-disciplinary team environment; ability to work well with individuals from various ethnic and socio-economic backgrounds.

Skills: Possess excellent verbal and written communication skills, mathematical problem solving skills, computer skills, record-keeping skills, and group facilitation skills. Flexible in daily work schedule.

Duties and Responsibilities:

Assist with ordering forms, materials, supplies and equipment. Maintains records, invoices and expenses to date and inventory logs. Operates standard office equipment. Answers telephones, takes messages, and/or refers caller to appropriate sources. Types materials such as letters, reports, correspondence, labels, requisitions, and forms. Compiles, proofs, assembles and organizes a variety of data/information. Maintains and revises alphabetical, numerical, index, and/or cross reference files. Prepares and maintains records, logs, filing systems. Substitutes in centers as needed. Responds to all levels of staff and general public on education matters. Provide follow-up on Education reports. Performs other related duties as assigned.

Essential Job Functions

Normal office procedures, able to lift and carry 30 pounds safely, sitting in a chair or standing for extended periods of time, repetitive upper body movement including twisting, turning, and utilizing arms, hands, and fingers on phone system, keyboarding, and sorting mail, extended visual contact with computer monitors. Must be able to communicate effectively with clients and employees throughout building.

Posting Date: September 24, 2021

Location: Coon Rapids, MN

Closing Date: Until Filled

Supervisor: P.Tuma

Status: Permanent/FT

Starting Salary: \$11.80 - \$12.99 DOQ

Benefits: Medical, Dental, Vision, Life, Disability, HSA, Vacation, Sick, Holiday, 403B, Section 125

To receive an employment application, go to www.accap.org.