



JOB DESCRIPTION

Job Title	Executive Assistant – Human Resources
Department	Human Resources
Reports To	Executive Director of Human Resources
Classification	Hourly
Location	Administration Building
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Executive Assistant of Human Resources works directly with the Executive Director of Human Resources to provide a high level of administrative support and confidentiality in district department activities.

Essential Job Functions

- Answers the phone, greets visitors, answers questions and provides information as requested. Represents the Executive Director of Human Resources through telephone, written, and personal contacts.
- Provides guidance and assistance to district staff and community members in answering questions and uses good judgment in making appropriate decisions to respond to situations when an administrator is not available.
- Serves as a positive public relations advocate for the department, including dissemination of department information.
- Screens and summarizes content of incoming materials and specially gathered data. Briefs supervisor regarding important issues or conflicts; distributes outgoing documents and correspondence.
- Schedules and sets up meetings including arranging for and serving refreshments; provides necessary materials for meetings as directed.
- Prepares materials for Board of Education meetings and various Human Resources committees.
- Attends meetings and takes notes and minutes as assigned.
- Ensures, in the supervisor's absence, that requests for action and information are handled or referred in a timely manner.
- Prepares and/or keyboards proposals, reports, presentation material, forms, flyers, statistical summaries, and other documents and communications that are complex and non-routine.
- Types contracts and related documents, secures appropriate signatures, and tracks documents through the approval process.

- Maintains accurate files and records and processes incoming correspondence as instructed.
- Works closely with administrators and managers to meet their needs and assist with the hiring process. This includes managing postings, maintaining vacancy information, maintaining and monitoring application materials, and assisting with interview process.
- Assists staff and applicants with Human Resources related requests for information and documents.
- Prepares and maintains a variety of processes and related paperwork including FMLA, Handbook, Supervision and Evaluation, Licenses, Transcripts, Seniority listings and all others as requested.
- Coordinates retirement process and banquet.
- Coordinates new staff orientation and onboarding procedures and communicates appropriately with all involved parties.
- Keeps accurate records and files including personnel files, salary schedules, and licensure information.
- Prepares staff and candidate correspondence including letters of intent.
- Coordinates staffing process as directed. Tracks enrollments, staff actions, and other factors and communicates as needed.
- Monitors and works with staff absence reporting.

Ancillary Job Functions

- Schedules appointments for the Executive Director of Human Resources as needed.
- Assists in preparation of reports and other department material.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Associate or Bachelor’s degree.
- Minimum of three years of related professional experience.
- Requires successful passing of district secretarial/clerical skills test.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Five years or more of related professional experience.
- Associate or Bachelor’s degree in Human Resources or related Human Resources experience.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Strong Microsoft Office (Excel, Word, PowerPoint, and Outlook) knowledge and ability to use Excel to provide reporting in various forms.
- Strong Adobe Acrobat knowledge and ability.
- Ability to provide reporting in various forms.
- Office management skills.

- Ability to multitask, adapt to change, and work independently.
- Ability to provide services with a high degree of confidentiality.
- Ability to interact with the staff, co-workers, and the public in a friendly, service-oriented manner.
- Ability to operate a variety of office machines.
- Ability to maintain and create content for web page.
- Ability to initiate, moderate, and maintain a variety of social media and other web-based communications and networks.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Regularly required to talk and hear.
- Frequently required to sit and work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to grasp and reach.
- May be required to lift up to 10 pounds.