

Administrative Assistant to Director of Human Resources

Purpose Statement

The job of Administrative Assistant to Director of Human Resources is done for the purpose/s of providing a wide variety of complex and confidential administrative and secretarial support for Human Resources; conveying information regarding department functions and procedures; ensuring efficient operation of support functions; and coordinating assigned projects and site activities.

This job reports to Director of Human Resources

Essential Functions

- Compiles data from a wide variety of sources (e.g. time sheets, calendars, expenditures/budget, internet research, etc.) for the purpose of preparing reports, making recommendations, and preparing information for Director.
- Coordinates a wide variety of projects, functions and processes for Human Resources (e.g. candidate applications for employment, summer school administrator recruitment, leave of absence processes, resignations, job postings and advertising, requisitions, personnel transcript requests, etc.) for the purpose of completing activities and delivering services in a timely fashion.
- Maintains a wide variety of manual and electronic documents files and records (e.g. budget data, employee records, financial records, reports, applicant data bases, personnel contract preparation, Board Meeting agendas, and decision updates in District software system, etc.) for the purpose of providing up-to-date information and historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a wide variety of activities on behalf of Director (e.g. program components, meeting arrangements, account balances, work order status, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Participates in a variety of meetings, workshops, and training for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Performs a variety of complex HR functions for the purpose of ensuring department and District objectives are met and that legal requirements are maintained.
- Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g. letters, memorandums, meeting minutes, charts, periodic and ad-hoc reports, new employee contracts, background checks, and employment verifications, etc.) for the purpose of implementing HR processes, documenting activities, providing written reference, and conveying information.
- Presents information on administrative procedures for the purpose of orienting new personnel and disseminating information to existing personnel.
- Processes a wide variety of documents and materials (e.g. time sheets, requisitions, travel reimbursements, budget transfers, requisitions, etc.) for the purpose of disseminating necessary information on schedule and in compliance with administrative guidelines and regulatory requirements.
- Represents Director in his/her absence for the purpose of conveying and gathering information required for administrative functions.
- Researches a variety of topics (e.g. current practices, policies, etc.) for the purpose of providing information and recommendations that address a variety of administrative requirements.

- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, applicants, teachers, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and providing direction.
- Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications; preparing and maintaining accurate records; communicating in writing and speaking; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; common office machines; Human Resources requirements for employees; District and State requirements for employment; concepts of grammar and punctuation; and office methods and practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; solving problems; assisting others; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Community college and/or vocational school degree with study in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Clearances

Criminal Background Clearance

FLSA Status

Non Exempt

Approval Date

6/25/2018

Salary Grade

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