

Management Job Description

Title: Administrative Assistant - HR

Salary Schedule Range: Range 2 (Management salary schedule)

Purpose of Position: To perform highly skilled secretarial and administrative duties in support of a cabinet-level administrator or manager.

Employment Status: Full-time (FLSA non-exempt)

Location: District Administration, Human Resources

Essential Functions:

Provide general administrative support to the Assistant Superintendent, Human Resources, and the certificated or classified coordinators.

Prepare agenda items for the Board of Education agenda and input into an on-line, proprietary system.

Schedule interviews for certificated substitutes.

Arrange conference and travel accommodations for HR staff; track expenditures and assist with management of department budget.

Create requisitions for supplies, materials, and equipment for the HR department.

Schedule meetings, trainings, conferences and appointments as directed.

Assist with management of the AESOP substitute placement system.

Perform employment reference checks.

Schedule investigation interviews and participate in Skelly or related due process matters.

Maintain employee records, files and other employment-related databases.

Perform related duties as assigned.

Maintain punctual and consistent attendance.

Working Conditions & Physical Demands:

Inside work with no exposure to weather conditions. Occasional travel between district schools to conduct Human Resources business.

Hearing and speaking to exchange information in person or on the telephone; seeing to read a variety of documents and printed materials; dexterity of hands and fingers to operate office equipment; sitting for extended periods of time; bending at the waist and knees, reaching above the shoulders to retrieve or store materials; lifting up to 20lbs.

Knowledge, Skills and Abilities:

Knowledge of contemporary office practices and procedures, preferably in a public employment setting.

Basic knowledge of integrated Financial/Payroll/Human Resource systems such as QSS, Tyler-Munis, PeopleSoft, etc.

Advanced customer service skills and ability to balance the needs of staff, applicants, and members of the public.

Ability to exercise discretion, judgment and confidentiality when working with employee information.

Ability to operate a computer and various proprietary or mass market software programs to enter, retrieve, post or analyze information; intermediate competence with MS Word and Excel.

Ability to develop and maintain productive working relationships with school site staff and District staff.

Telephone and e-mail etiquette.

Correct English usage, grammar, spelling, punctuation and business vocabulary.

Ability to work independently under general supervision, meet deadlines.

Ability to work collaboratively and cooperatively with others.

Education, Training and Experience:

Bachelor's degree in business administration, human resource management, sociology or psychology, and at least two (2) years of related work experience, preferably in a public sector environment or demonstrated ability to meet the essential requirements of the position.

Additional Requirements:

Valid California Class C Driver's License.

Bilingual ability in Spanish is preferred but not required.