

JOB DESCRIPTION

Job Title: Secretary, Executive Director of Human Resources

Qualifications:

The person in this position should have the following credentials:

1. Minimum high school diploma, associate degree preferred
2. Minimum five years experience in office environment, supporting a senior manager preferred
3. Ability to handle sensitive and confidential information in a professional manner
4. Proficiency in computer applications – Word, Excel, PowerPoint, ERP System
5. Ability to work independently with minimum supervision
6. Good verbal and written communication skills
7. Strong attention to detail and organizational skills
8. Must have a positive attitude towards providing excellent customer service at all times
9. Ability to work as part of a team and take initiative when needed
10. Ability to work with all levels of employees in the organization
11. Experience in Human Resources preferred

Reports to: Executive Director of Human Resources

Supervises: N/A

Job Goal: To provide effective secretarial support to the Executive Director of Human Resources and the Human Resources Department

Performance Responsibilities:

1. Process administrative employment activity to include processing prior service credit
2. Utilize Lawson HR System for employment activities, general information
3. Maintain salary administration programs for School District
4. Maintain department budget/accounts
5. Order and maintain department supplies
6. Maintain fixed asset records
7. Maintain department leave records in Timelink
8. Prepare employment activity report for monthly board meeting
9. Assist in special projects and reports, including research projects
10. Perform routine secretarial duties (i.e. correspondence, phone calls, filing, etc)
11. Maintain calendar for Executive Director and the Human Resources Department
12. Other duties as assigned by supervisor

Terms of Employment:

Twelve months with salary in Schedule C, Group D

Evaluation:

Performance of this job will be evaluated in accordance with provision of the Board's Policy.

Revised

February 2011