

**Enterprise Elementary School District  
Job Description**

**Job Title:** Administrative Assistant, Human Resources (Confidential Position)

**Department:** Human Resource

**Reports To:** Superintendent or designee

**Range:** Confidential Salary Schedule – Range F

**Prepared By:** Administrative Assistant, Human Resources

**Prepared Date:** May 19, 2005

**Approved By:** Board of Education

**Approved Date:** June 1, 2005

**SUMMARY:** Under the direct supervision of the Superintendent or designee, performs highly complex and responsible executive secretarial and administrative services in the areas of recruitment, selection and retention of District personnel; maintain personnel files; and provide administrative assistant support for the Human Resources Department. Duties require access to and possession of information pertaining to employer/employee relations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Learn, interpret, apply, explain and maintain the District's personnel policies, contracts, regulations, and employment records;
- Directly involved in union-related matters including negotiations and staff reduction;
- Involved in resolution of employee discipline, and personnel issues;
- Approves leave requests;
- Maintain credential and No Child Left Behind documents for certificated personnel
- Works collaboratively with District departments regarding employee insurance programs;
- Prepare confidential correspondence, and bulletins for the Human Resource Department; composes correspondence as necessary.
- Responsible for the establishment and maintenance of all personnel records;
- Keep current on state and federal mandates relating to Human Resources;
- Prepare statistical data and reports.
- Oversee the process of new personnel, retirements, resignations, and leave requests;
- Oversee the preparation and maintaining of certificated and classified seniority listings;
- Maintain evaluation rosters; process changes in personnel status, prepare notices for changes and distribute to all affected departments or personnel;
- Process purchase orders;
- Receive and review all mail and correspondence directed to the Human Resource Department to assure its proper distribution. This may require assembling or attaching appropriate data relative to specific items, annotating or highlighting key elements, and replying to or routing other items not requiring the Superintendent or designee's personal attention;
- Receive, welcome, screen and refer visitors and telephone inquiries to the Superintendent or designee; when appropriate, directs them to others; or resolves the callers' requests as necessary;
- Maintain the Human Resources calendar;
- Maintain efficient files for the Human Resources Department;

- Schedule and coordinate appointments and makes travel arrangements;
- Perform research, analysis, drafts, and report preparation in response to specific requests;
- Maintain close relations and liaison with other departments and school site personnel while sustaining District's integrity and security;
- Continue professional development in secretarial, communications, human relations, financial analysis, and management skills;
- Maintain a high level of public image in all contacts;
- Supervise work of other clerical personnel, when required;
- When needed, address the Board regarding Human Resource matters.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Highly knowledgeable in Human Resources practices and policies through directives, interprets education codes and collective bargaining agreements;
- Review and interpret highly confidential information; analyze situations to define issues and draw conclusions;
- Excellent mechanical skills; accurate typing; extensive and up-to-date knowledge of business English, including vocabulary, grammatical usage, punctuation, and report presentations;
- Analyze situations accurately and adopt an effective course of action.
- Ability to perform responsible, complex administrative assistant and clerical work;
- Has strong leadership ability;
- Provide leadership and training to employees in areas related to but not limited to Human Resources.
- Ability to work under highly stressful situations in a calm manner;
- Ability to deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness;
- Ability to determine and maintain confidentiality;
- Knowledge of basic personnel principles and practices;
- Specialized duties require access to and possession of information relating to employer-employee relations; therefore, this is a Confidential position and not a part of the Classified Bargaining Unit;
- A working knowledge (or quickly acquired knowledge) of Enterprise School District Board policies and administrative regulations, general philosophy, and beliefs;
- Oversee and maintain active file of applications of prospective candidates; maintain eligibility lists; and coordinate hiring process;
- Oversee and review applications, job announcements and advertisement for vacancies for completeness;
- Answer inquiries regarding opening and hiring procedures;
- Oversee the scheduling of interviews and pre-employment orientation with new personnel;
- Compose difficult letters independently;
- Maintain and compile accurate and complete records and reports;
- Research, analyze, and prepare reports on issues with minimal supervision;
- Establish and maintain harmonious relationships with staff, students, parents and collaborative agencies using tact, patience and courtesy;
- Ability to relate well with diverse cultural and socio-economic groups;
- Maturity, confidence, tact, and personal judgment required of a professional administrative assistant to effectively deal with stressful, diverse, and dynamic work situations;
- Use modern office practices and procedures, and standard office equipment operation;

**SUPERVISORY RESPONSIBILITIES:** Supervises and directs Human Resource Clerk and coverage of position; supervise other clerical personnel when required.

**PREFERRED QUALIFICATIONS**

- Strong communication skills and ability to listen, calm, direct (as appropriate) and solve conflicts
- Expertise in word processing, database and spreadsheet

**UNIQUE REQUIREMENTS**

- This position requires a flexible schedule. It is a 40-hour per week assignment, but the hours of the assignment will vary depending on the requirements of meeting schedules for any given week.

**EDUCATION AND/OR EXPERIENCE:**

- Associate's degree (A.A.) desired or equivalent from two-year college or business school, or equivalent, and five (5) years of increasingly responsible secretarial/administrative assistant experience; experience and knowledge of basic personnel principles and management is preferable.

**LANGUAGE SKILLS:**

- Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or government regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of administrators, staff, parents, and the general public.

**MATHEMATICAL SKILLS:**

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of abstract and concrete situations.
- Ability to effectively present information to administrators, staff, the public, and the Board of Education.
- Communicate effectively, both orally and in writing, using clear, standard English.

**PHYSICAL DEMANDS:** The physical demands described here 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 the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear, use hands to manipulate, handle, or feel objects, tools, or controls; reach with hands and arms;. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

**HAZARDS** – Potential for contact with dissatisfied or abusive individuals.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles.

The noise level in the work environment is usually moderate.

*DSB*

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Director of Human Resources

*Gloria Salles*

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Board Approval (Clerk)

*5-24-05*

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Date

*6-1-05*

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Date