

TITLE: Administrative Assistant to the Executive Director**DEPARTMENT:** Human Resources**REPORTS TO:** Executive Director of Human Resources

POSITION SUMMARY: Provide administrative support to the Executive Director, while providing general resource information for ISD staff. This position requires knowledge of District procedures and policies, the ability to assume responsibility and work effectively and independently under pressure and maintain confidentiality.

ESSENTIAL FUNCTIONS:

- Provide direct clerical and administrative support to the Executive Directors in Human Resources (HR)
- Provide administrative support for the HR recruitment through retention programs, including but not limited to these key responsibilities therein: arrangements for recruitment opportunities, coordination of the interview process for administrative positions, creation and coordination of materials, support for classified, certificated, and unrepresented interviews, necessary contact with applicants, orientation of new staff, coordination of the mentoring program, arranging for PD Place classes, writing of financial grants, and general support for successful professional development programs.
- Receives phone calls and personal callers; uses knowledge of procedures and discretion to determine those which can be handled by the administrators' subordinates or other offices; makes referrals as appropriate; answers general questions including those requiring research or technical knowledge.
- Prepare and manage a variety of communications related to personnel functions, such as HR News, emails, communications to employees and the public, and reports to all levels of government. Assist with the maintenance of the HR web presence.
- Interacts constructively with other administrators and staff.
- Coordinates, organizes, and maintains calendars for ongoing projects and tasks in order to assure smooth project completion, timely deliverance of project, and implementation of results.
- Creates, incorporates, and maintains existing files, in hard copy and electronically; obtains appropriate supporting documentation to assist in the timely preparation and filing of documents and for meetings, reports, investigations, and hearings. Monitors and retains records in accordance with the appropriate records retention timelines.
- Compiles data from a variety of sources in accordance with District, state, and federal guidelines and regulations in order to create appropriate communications, reports, memoranda, resolutions, contracts, agreements, letters, and other written material for appropriate staff and stakeholders.
- Provide administrative support to citizen/district committees facilitated by the Executive Director, other technical teams and the meetings in the HR Department.
- Process, monitor, and report on certificated and classified leave verification paperwork, including coordination with the Benefits Coordinator for Light Duty and the Substitute Office for appropriate coverage.
- Maintains complex and confidential electronic and physical files and records
- Facilitate, monitor, and report on the district leave programs, including FMLA, ADAA, EAP, and Leave Share support.
- Coordinate and monitor the administrative and certificated internship programs. Collaborate with the appropriate HR staff in program development and communication.
- Coordinate and monitor the certificated transfer process. Support and assist in classified transfers as requested.
- Coordinate and monitor retirement recognition for ISD staff.
- Utilize various data base applications, create reports and surveys using multiple software applications, and coordinate projects using technology, leading an effort to maximize their use by training other support staff.
- Assists in coordinating activities with union representatives.
- Assist with the preparation and distribution of the Affirmative Action report.
- Calculate the travel stipend for itinerant teachers according to the IEA-ISD Collective Bargaining Agreements.
- Coordinate the HR leave calendar, the calendar of projects for the department in order to assure smooth project implementation and completion, and the appointment calendars for both Executive Directors.
- Process payroll and budget for HR
- Order all office supplies and equipment repairs/maintenance for the department.
- Maintain a working knowledge of CBAs, unrepresented contracts, government mandates, and operational regulations.

- Maintain individual and department files, physical and electronic, in accordance with records retention guidelines.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

EDUCATION: Bachelor’s Degree required. Qualifying experience may substitute for educational requirements.

EXPERIENCE: At least 5 years as an executive assistant preferred. At least 3 years school district or human resources experience preferred. Negotiating experience preferred. Further, the individual will possess the:

- Ability to work independently, take initiative, organize projects and details, and make decisions efficaciously
- Ability to communicate clearly and effectively in a pleasant, tactful and professional manner.
- Ability to research, analyze and interpret data, rules and regulations, codes, statutes, and laws.

CERTIFICATES AND LICENSES: None specified

CONTINUING EDUCATION/TRAINING: None Specified

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Exempt

BARGAINING UNIT: Unrepresented

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date