

ADMINISTRATIVE ASSISTANT – HUMAN RESOURCES, Confidential

BASIC FUNCTION:

Under the direction of an Assistant Superintendent or other Human Resources Manager, perform highly complex and responsible secretarial and clerical duties; perform a variety of responsibilities requiring independent judgment to relieve the Human Resources Management team of administrative detail; coordinate the overall operations of the assigned office; support all aspects of negotiations.

REPRESENTATIVE DUTIES:

- Serve as confidential secretary to the Human Resources Department, relieving the Assistant Superintendent and Human Resources Manager of a wide variety of complex and routine clerical and technical tasks. *E*
- Provide primary support in the research and preparation of proposals for collective bargaining agreement negotiations and administration; prepares documents and associated paperwork for bargaining agreement implementation. *E*
- Coordinate the overall operations of the Human Resources Department; design and implement office records and filing systems. *E*
- Obtain and provide information to staff and the public where judgment, knowledge and interpretation of policies and regulations, and District functions and programs are required; make decisions regarding procedural matters within the scope of responsibility. *E*
- Perform a variety of activities related to Human Resources; provide District-wide services. *E*
- Compose, prepare and assemble materials such as correspondence and agenda items; research, collect and compile statistical, financial, or other diverse and specialized information from a wide variety of sources for use in various reports, correspondence, and as assigned. *E*
- Review and check documents for completeness, accuracy and conformance with applicable rules/regulations and procedural requirements. *E*
- Lead the work of office staff; provide training, technical leadership and direction as necessary; assure that established procedures are carried out efficiently; assist in setting work priorities and assist in the preparation of performance evaluations; serve as a resource person for other district secretarial and clerical staff. *E*
- Coordinate the preparation of Board of Education agendas as assigned; review agenda items for compliance with legal requirements and inclusion of necessary exhibits and backup materials; edit, rewrite, or originate agenda items. *E*
- Coordinate and schedule appointments, arrange meetings and make travel arrangements for Assistant Superintendent and others. *E*
- Initiate purchase requests. *E*
- Perform special projects as assigned.
- Assist Management in a variety of duties specific to the functions of the Human Resources Department.
- Maintain office equipment in proper working condition and arrange for repairs or supplies as needed.
- Receive mail and identify and refer matters in order of priority.
- Perform related duties as assigned.

KNOWLEDGE OF:

Functions and clerical operations of an administrative office.
District organization, operations, policies and objectives.
Filing systems, receptionist and telephone techniques, letter and report writing, editing and proofreading.
Modern office practices, procedures and equipment.
Record-keeping techniques.
Health and safety regulations.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Applicable sections of State Education Code, Board Policy and other applicable laws.
Interpersonal skills using tact, patience and courtesy.
Operation of office machines including computer equipment.

ABILITY TO:

Exercise judgment in relieving management of administrative detail within a defined scope of established responsibility.
Analyze situations accurately and adopt an effective course of action.
Interpret, apply and explain school and District programs, policies, procedures, rules, regulations, Collective Bargaining Agreements and objectives.
Work independently with little direction.
Understand and interpret rules and written/oral directions and apply to specific situations.
Compose correspondence independently.
Perform duties effectively with many demands on time and constant interruptions.
Type 60 wpm net from clear copy; original certificate dated within 6 months is acceptable.
Make arithmetic calculations quickly and accurately.
Establish and maintain effective working relationships with others.
Meet schedules and time lines.
Plan and organize work.
Maintain records and prepare reports.
Work confidentially with discretion.
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by training or coursework in business office management, organization, planning, human resources or related technical skill area and four years of increasingly responsible secretarial experience.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.
Constant interruptions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
Hearing and speaking to exchange information in person or on the telephone.
Seeing to read, prepare and review various materials.

08/04/15
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