



JOB TITLE	DEPARTMENT	REPORTS TO
Executive Assistant	Human Resources	Human Resources Administrator

<b>Position No:</b> 72090	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> N03	<b>Date Approved:</b> 8/26/97
<b>FSLA:</b> Non-exempt	<b>Date Revised:</b> 7/19/21

JOB GOAL
<p>This position performs highly responsible and specialized work involving the consistent exercise of discretion and independent judgement in its performance. Work requires a confidential capacity to assist and support managerial employees and school board members. Job assignments include a variety of duties related specifically to confidential matters and secretarial, clerical, and administrative duties all of which require independent judgment, initiative, organization, and application of knowledge, skills, and abilities which have been acquired through considerable relevant experience.</p>

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> <li>1. High school diploma or equivalent with advanced business courses, Associates Degree preferred.</li> <li>2. A minimum of five (5) years of experience in complex administrative support with at least two (2) of those years in education preferred.</li> <li>3. Experience and demonstrated knowledge of the operation, function and scope of various school system departmental offices, with ability to communicate with administrators, school board members, system staff and the general public.</li> <li>4. Exceptional oral, writing, proofreading, and editing skills with the ability to translate technical or complex subjects for general audiences.</li> <li>5. High level of computer literacy with a variety of productivity, support, and research related programs</li> <li>6. Knowledge of office management practices, procedures, and bookkeeping.</li> <li>7. Capable of making decisions acknowledging established procedures and practices, and ability to handle routine administrative details independently.</li> <li>8. Ability to perform the functions of the position.</li> </ol>

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. Manages the operations of the Human Resources Department, relieving administration of office practices and operational matters.</li> <li>2. Performs bookkeeping functions including requisitions for purchase orders; publication requests; receiving merchandise/services; budget transfers; preparing monthly budget reports; and advising administration on accounting procedures. Works closely with the purchasing and accounting department to facilitate payment in a timely fashion.</li> <li>3. Reviews and approves requests for expense reimbursements.</li> <li>4. Organizes the arrangements for meetings including space, time and place; informs participants of topics to be discussed and provides background information if necessary. Schedules all appointments for the Executive Director of Human Resources.</li> <li>5. Serves as liaison for the Executive Director of Human Resources between board members, district staff, schools, media and community.</li> <li>6. Responds to requests for information, compose written correspondence and compile research materials.</li> <li>7. Screens employee/parent/community complaints and/or concerns for referral to the proper department.</li> </ol>

8. Receives incoming inter-departmental mail and U.S. mail; opens, evaluates and distributes mail.
9. Prepares all payrolls. Monitors the submission of necessary records such as attendance and leave requests as assigned by the supervisor.
10. Arranges travel/hotel reservations and conference registration.
11. Prepares of School Board Agenda Items.
12. Monitors inventory and approves the yearly inventory list; tracks computer hardware inventory by asset numbers and service tag numbers.
13. Assists the Deputy Superintendent with the administrative interview process.
14. Assists with retention and recruitment efforts
15. Lends support to the Leadership Team as needed and provides assistance to the organization as required to ensure quality instruction for all learners in a caring and safe environment.
16. Performs tasks in a timely and efficient manner.
17. Performs tasks with a high standard of quality.
18. Performs other duties as assigned by the supervisor.

**PHYSICAL DEMAND CLASS:**

Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.