



## Executive Administrative Assistant Personnel and Operations

**FLSA Status:**

Non-Exempt

**Qualifications:**

High School Diploma (required)

**Experience:**

Job related experience with increasing levels of responsibility

**Clearances:**

Criminal Justice  
Fingerprint/Background  
Clearance

**Support Staff Salary Schedule:**

Range 21

**Reports to**

Assistant Superintendent of Personnel and Operations

**Terms of Employment**

260 days, 8 hours per day, with benefits according to Board policy

**Purpose Statement**

The job of Executive Administrative Assistant is done for the purpose/s of providing a wide variety of complex and confidential administrative support to the Executive Director of Human Resources; conveying information regarding district functions and procedures; ensuring efficient operation of support functions; establishing and maintaining department records; coordinating assigned projects; and compiling a wide variety of materials and reports.

**Essential Job Functions**

- Maintain strict confidentiality in all areas of Human Resources.
- Prepares a wide variety of complex written materials (e.g. correspondence, agendas, minutes, reports, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Coordinates a wide variety of projects, activities and/or events for the Exec. Director of Human Resources (e.g. meetings, conferences, travel/accommodations, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Researches a variety of topics (e.g. current practices, policies, legal updates, compliance with state and federal statutes, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Compiles data from a wide variety of diversified sources (e.g. staff members, surveys, software systems, statistical data etc.) for the purpose of preparing reports, making recommendations; and/or preparing information for assigned administrator.
- Maintains and monitors employees on Workers Comp claims.
- Maintains and monitors employees on Family Medical Leave for local and federal compliance.
- Maintains and monitors Sick Leave Pool enrollment and use by employees.
- Maintains and monitors the application and evaluation system and builds documents as needed.
- Monitors a variety of activities for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Create and process classified and certified staff evaluations
- Reconciles leave balances weekly for district employees on FMLA or Work Comp.
- Update and maintain the Human Resources website.
- Reconciles purchase card monthly.
- Submits purchase orders as needed through financial software.

- Has a diversity of duties and responsibilities involving knowledge and application of district policies and procedures that require considerable independent judgment in the determination of actions taken.
- Supports assigned administrators for the purpose of providing information from which to make operational decisions.
- Ability to work to implement the vision, mission, and values of the district

### **Other Job Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Be able to understand and submit online reports to state and federal agencies.
- Have the ability to learn new systems and software.
- Demonstrate professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
- Attends meetings and trainings as directed.
- Adheres to good safety practices.
- Adheres to all district rules, regulations, and policies

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications; preparing and maintaining accurate records; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent's, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: school law; parliamentary procedures; accounting/bookkeeping principles; business telephone etiquette; common office machines; concepts of grammar and punctuation; and office methods and practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with frequent interruptions; using independent judgement on matters of significance under limited supervision following standardized practices and/or methods.

### **Physical Demands**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

### **Conditions and Environment**

Employee will be required to regularly work inside. This job is performed in a generally clean and healthy environment.