

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: EXECUTIVE ASSISTANT, HUMAN RESOURCES

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Human Resources, serve as a confidential executive assistant to the Assistant Superintendent of Human Resources, relieving the Assistant Superintendent of a wide variety of highly independent, difficult, and complex administrative support services in the office of Human Resources Department.

REPRESENTATIVE DUTIES:

- Manage and maintain annual budget for the Human Resources Department including purchasing supplies, furniture and equipment and monitoring inventories.
- Assist with recruitment duties, such as posting positions both internally and externally, scheduling interviews, and creating packets for interview panels.
- Assist in monitoring application packets, including preliminary screenings for minimum and desirable qualifications.
- Assist with on-boarding duties, such as verifying fingerprint and physical clearance, verifying I9 documents, creating ID badge and district email accounts, and following up on various tasks assigned through TalentEd Records.
- Coordinate the placement of student teachers; maintain student teacher contracts with universities.
- Complete verification of employment forms for district employees.
-
- Input, store, retrieve and manipulate information to the automated database systems to reconcile to the County financial system; develop and generate specialized reports for the Districts administrators and other reports mandated by County, State and Federal agencies; complete forms related to Unemployment and Workers' Compensation claims.
- Prepare materials and make arrangements for meetings and orientations including, securing and arranging meeting rooms; preparing presentations, such as PowerPoint; processing registration forms; and tracking participant attendance.
- Assist in preparing board agenda items and board reports as well as electronic board presentations for the Human Resources Department.
- Assist Assistant Superintendent of Human Resources and other Human Resources staff on special projects as requested.
- Provide human resources-related information to staff and the public; explain and enforce District and school policies and procedures.
- Communicate with a variety of school site and district personnel and administrators regarding Human Resources Services operations, activities, policies and procedures.
- Maintain confidentiality of materials and information
- Assist with operation and maintenance of office machines including photocopiers, fax machines, computers and audio-visual equipment.

- Assist Human Resources staff in keeping Personnel files up to date, including receiving, reviewing, scanning and filing documents.
- Answer phones, take and relay messages; greet and monitor visitors; open, sort and route mail and other communications.
- Operate a computer with knowledge of specific software programs such as Microsoft Office; operate a telephone, photocopier, calculator and other office equipment as assigned.
- Perform a variety of office functions and activities in support of the Human Resources Department; clerical tasks as assigned, including preparing correspondence on a variety of issues, scheduling appointments and making referrals as appropriate.
- Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- District policies, laws, rules, and regulations related to functions of the Human Resources office
- Principles and practices of training and providing work direction to others
- Agenda preparation and distribution techniques
- Letter and report writing, editing, and proofreading
- Data management.
- Storage and retrieval systems
-
- Rules, regulations, policies and procedures pertaining to employment
- Operation of a computer and assigned software, including Microsoft Office
- Modern office practices, procedures and equipment
- Record-keeping techniques, filing and information management systems
- Basic budget and accounting procedures
- Telephone techniques and etiquette
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- District organization, operations, policies and programs
- Applicable sections of the State Education Code and other applicable laws

ABILITY TO:

- Perform a variety of clerical and financial accounting duties in support of Human Resources operations, which requires accuracy and speed
- Maintain filing systems, which contain confidential or sensitive information
- Understand and follow accurately oral and written directions
- Communicate effectively orally and in writing with parents, staff, administrators, and members of the public
- Learn, interpret and explain rules, regulations, policies and procedures
- Maintain well-organized records and prepare reports
- Complete assigned tasks with frequent interruptions
- Establish and maintain cooperative and effective working relationships with others
- Meet schedules and deadlines
- Prioritize tasks and effectively schedule work

- Operate a computer and a variety of office machines and equipment
- Work independently with minimal direct supervision
- Compose correspondence independently.

EDUCATION AND EXPERIENCE:

Any combination of education, experience, and/or training equivalent a bachelor's degree in business, public administration, communications or related field and three years experience providing executive level administrative support to a leader of a public or private organization, preferably in a school or school district setting..

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment
- Frequent interruptions
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate computer keyboard and other office equipment.
- Hearing and speaking to exchange information
- Seeing to read a variety of materials
- Bending at the waist, kneeling or crouching to file materials.
- Sitting for extended periods of time.
- Rarely lifting items up to twenty-five pounds

TERMS OF EMPLOYMENT:

Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

SALARY:

Placement on the Classified Confidential Salary Schedule.