

North Monterey County Unified School District

POSITION DESCRIPTION

Position Title:	Executive Assistant (Confidential) – Human Resources
Salary:	Classified Confidential – Grade II
Calendar:	12 Month
Reports to:	Assistant Superintendent-H.R./Chief H.R. Officer

SUMMARY:

Under direction of the Assistant Superintendent – H.R./Chief H.R. Officer, the Executive Assistant serves as the primary reception services for the District Office and performs highly responsible and confidential administrative and executive assistant duties to relieve the Assistant Superintendent/Chief of a variety of administrative details; plans, coordinates and organizes office activities and information for the Assistant Superintendent; serves as Executive Assistant and Confidential Secretary for the Assistant Superintendent and the District negotiations process and performs related duties as assigned. The position requires a high level of organizational/secretarial skills as well as an in-depth knowledge of human resource department policies, procedures, and requirements.

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

DUTIES AND RESPONSIBILITIES

The following is a list of duties that are representative of the position and include, but are not limited to:

Essential Duties:

- Greets, screens, informs, and/or directs all incoming visitors and telephone calls. Takes complete, accurate messages and distributes as appropriate.
- Provides information to District employees and the public related to H.R. operations in response to emails, walk-ins, and telephone calls.
- Performs general office duties including preparation of personnel related correspondence and notices; administration of pre-employment proficiency tests; organization, data input, and maintenance of electronic and hard copy personnel files and records.
- Provides Board Agenda item preparation.
- Organizes Employee Recognition events.
- Monitors, updates, and supports the District H.R. information distribution through associated District webpages and other forms of electronic communication.
- Supports the organization of the District's New Teacher Orientation.
- Prepares, compiles, and maintains a variety of internal, state, and federal reports.
- Manages a variety of employee information systems in support of H.R. office work.
- Develops and maintains internal and external contracts, work agreements, negotiated agreements and MOUs.

- Assists in preparing for, and may attend, events such as Teacher Recruitment Fairs and on or off site meetings.
- Coordinates information between the District and Third Party Administrators (TPAs).
- Sorts and distributes incoming mail.
- Coordinates fingerprinting and all pre-employment documentation for new hires, parent volunteers, and coaching staff; including entering pertinent information into the personnel software system.
- Works closely with Payroll staff to ensure timely data input and document distribution.
- Monitors human resources expenditures and budgets. Assists with ordering equipment and supplies as needed. Prepares purchase orders for various human resources department functions.
- Maintains the Asst. Supt's/Chief's appointment calendar.
- Participates in cross training in order to provide back up for other Executive Assistants (Confidential) and HR Specialist.
- Attends and participates in relevant meetings, workshops, and seminars.

Other Related Duties:

- Implements and monitors the District's Communication Plan
- Attends and support the North Monterey County Community Alliance meetings
- Plans district events to include annual district gathering, district sponsored community events, and district recognition events
- Participates in available training to meet new safety and/or technology standards
- Attends meetings related to assignment

QUALIFICATIONS

Education:

- Any combination of training, education, and experience equivalent to a Bachelor's Degree that demonstrates possession of the knowledge and abilities to perform the duties of the position

Experience:

- Combination of training and experience equivalent to five (5) years of progressively responsible clerical, administrative, secretarial, and/or technical experience, preferably in the field of public education/services, which has provided the applicant with the required knowledge and abilities to successfully perform job duties
- An understanding of the rudiments of print media, electronic and social media, particularly as they relate to gathering and dissemination of district related information.
- Word processing, spreadsheet, and presentation software training and be able to generate reports, develop correspondence, and create presentations for meetings and workshops
- Experience in keyboarding, personal computer literacy, general clerical operations, and general accounting practices
- In use of modern office methods, procedures, and equipment, financial and other record keeping systems, receptionist and telephone techniques.

- Utilizing proper discretion in dealing with and handling confidential matters and information related to employee matters and collective bargaining, and maintain records.
- Experience, understanding, and maintaining cooperative and effective relationships with co-workers, District administrators, and the public; and with persons of culturally and linguistically diverse backgrounds.
- Must be flexible and able to change projects or priorities on a frequent basis.

Knowledge of:

- Advanced English usage, spelling, grammar, punctuation, and report and/or correspondence writing
- Computer software applications in word processing, spreadsheet, desktop publishing, data base, and presentation software
- Knowledge of collective bargaining process and laws governing negotiations and grievances
- Methods and practices of accurate official recording of minutes, record keeping, including electronic documents and filing systems
- Knowledge of effective communication best practices and protocols within a public-school system; including those related FERPA and other laws and related governing policies
- Office practices related to accounting, budgeting and payroll, and human resources
- Time management/organizational skills
- Office practices, rules, regulations, standards of the office, the District and the State of California
- California State Education Code, Board Policies, Collective Bargaining Agreements

Licenses and Certificates:

- Possession of a valid Class C California driver's license (as appropriate to the assignment)

Desirable Qualifications:

- Spanish bilingual/bi-literate highly desirable
- Bachelor's or higher degree desirable
- Previous experience working within an executive level office with a school district or related governmental entity

Ability to:

- Perform under demanding and varied work schedules, with the ability to remain flexible and focused during interruptions and distractions
- Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment
- Leadership, coaching and teambuilding skills to strengthen and cultivate relationships
- Strategic thinking and analytical thinking skills, such as a consultative approach, with an ability to solve problems and make decisions
- Understand and carry out assigned work with minimal supervision
- Take responsibility to use good judgment in recognizing scope of authority
- Clearly explain a wide variety of complex procedures and policies to individuals who have minimal knowledge of related processes and procedures

- Maintain confidentiality of information, and use proper discretion concerning confidential matters
- Analyze situations accurately and adopt an effective course of action, maintain and control multiple tasks/projects simultaneously with interruptions
- Maintain accurate and neat records and reports
- Research, document, and quickly apply clerical operations and procedures of the office/District
- Plan, organize, and coordinate the work of others
- Compose letters and reports from oral or written instructions; at time compose correspondence independently
- Use an alpha/numeric keyboard and standard office equipment effectively with a reasonable rate of speed and accuracy to successfully complete assignments
- Learn and use technology and computer software applications as appropriate to the work environment
- Read, understand, interpret, apply, and follow laws, rules, regulations, processes, policies, and methods of the office, the District, and the State of California
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise, and firmness
- Establish and maintain co-operative relationships with those contacted during the performance of required duties, including students, school personnel, parents, vendors, co-workers, and the community
- Communicate effectively in the English language, both orally and in writing
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds
- Perform mathematical calculations with speed and accuracy
- Maintain regular attendance and punctuality

PHYSICAL REQUIREMENTS:

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions
- Manual dexterity sufficient to write, use the telephone, computer, calculator, and office machines at required speed and accuracy
- Vision sufficient to read handwritten and printed materials, and the display screen of various office equipment and machines
- Hearing sufficient to communicate in person and hold telephone conversations in normal range (approximately 60 decibels)
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups
- Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop, and to reach overhead
- Physical stamina sufficient to sustain light physical labor for up to 8 hours, sit and/or walk for prolonged periods of time
- Physical mobility sufficient to move about the work environment (office, district, school site to site) for sustained periods of time on hard flooring, climb slopes, stairs, ramps, and to respond to emergency situations

- Physical strength sufficient to periodically lift and/or carry 25 pounds of materials or supplies; occasionally lift 40 or more pounds with assistance
- Occasionally push and/or pull a variety of tools, equipment, or objects weighing 40 or more pounds; Indoor work environment

This job description is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by the supervisor or other management

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works indoors and may occasionally work outdoors. The noise level is usually mild to moderate.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed. Individuals holding this position may perform additional duties and additional duties may be assigned.

Board Approved: November 21, 2019