



**ST. MICHAEL - ALBERTVILLE  
SCHOOLS**  
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**POSITION DESCRIPTION**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Executive Director of Administrative Services	<b>Department / Building:</b> Employee Services / District Office
<b>Reports To:</b> Superintendent	<b>FLSA Status:</b> Exempt
<b>Grade / Subgrade:</b> Director	<b>Bargaining / Work Unit:</b> Non-Affiliated
<b>Duty Year:</b> 260 days	<b>Position Last Updated:</b> 07-15-2024

**SECTION II: JOB SUMMARY**

The executive director of administrative services oversees all facets of the Employee Services Department, ensuring high-level service to all staff across the school district. Performs complex executive and professional work supervising the functions, activities and staff of the department, advising and working with administrators, recommending and implementing personnel policies and procedures, gathering information, preparing for collective bargaining, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the superintendent. Departmental supervision is exercised over all personnel within the department. Classified as a “confidential” administrator for purposes of applicable state and federal law.

**SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES**

*To perform this job successfully, an individual must be able to perform each essential function listed below satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. This is not an exhaustive list of any or all functions a position could perform. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

<b>Duty/Responsibility #</b>	1	<b>Statement of duty/responsibility:</b> Human Resources, Benefit, and Personnel Administration
<b>Percent of Time</b>	60%	



**Tasks involved in fulfilling above duty/responsibility:**

- Provides leadership for the planning, coordinating, supervising, and evaluation of the District's Employee Services Department and District operations with a vision of aligning the Employee Services Department and operational goals with the District strategic plan.
- Administers and supervises human resources (HR) programs, functions, budgets, and staff.
- Administer and maintain various human resources programs such as Equal Employment Opportunity, Comparable Worth/Pay Equity Laws, Workman's Comp, unemployment claims, COBRA, FMLA, and highly qualified staff.
- Responsible for supervising and coordinating leave administration including statutory leave (i.e. FMLA), unpaid leave, and contract leave.
- Responsible for coordinating and conducting institutional and personnel investigations in accordance with district policy and at the direction of the superintendent.
- Monitors, coordinates, tracks, and records district performance management and evaluation procedures; determines accordance with district policies and procedures.
- Assists and provides direction to principals and supervisors in the recruitment, selection, and retention of licensed and support staff.
- Develops and updates job descriptions and employee manuals for all staff.
- Meets regularly with the superintendent and administrative team to review district initiatives and provide input on effect on staffing and human resource functions, update current challenges, and develop recommendations collaboratively.
- Responsible for assisting the superintendent in administrative evaluations and decisions related to compensation in close coordination with the director of business services.
- Works collaboratively with the executive director of business services to develop a supportive operational plan and assists business services in ensuring a successful audit through implementation of sound operational procedures and best practices.
- Serves as district liaison between employees and administration regarding human resources related issues, questions, and concerns.
- Responsible for administrative decisions with respect to compensation and personnel administration in order to ensure compliance and with the directive to mitigate unnecessary legal, financial, and organizational risks.
- Serves as the district designated Title IX coordinator.
- Serves as district designated EEO Coordinator and Human Rights Officer.

<b>Duty/Responsibility #</b>	2	<b>Statement of duty/responsibility:</b> Compliance, Negotiations, and Contract Administration
<b>Percent of Time</b>	20%	

**Tasks involved in fulfilling above duty/responsibility:**

- Negotiates and administers all union and employment contracts on behalf of the District.



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- Interprets and administratively implements employee/personnel policies and procedures, union contracts, and collective bargaining processes and procedures.
- Serves as the lead district negotiator and collaborates with the school board, executive director of business services, and superintendent in contract negotiations.
- Assists principals and directors on interpretation and implementation of union contracts, labor laws, school board policies, general employee-related issues, and human resources practices, policies, and procedures; and direct discipline and dismissal procedures.
- Responsible for implementing reasonable measures and procedures to help ensure compliance with employment laws, contracts, and district policies.
- Drafts employment contracts where applicable.
- Ensures licensing compliance.
- Files compliance reports and acts as district administrative representative to Professional Educator Licensing Standards Board (PELSB).
- Administers certified staff lane changes, course pre approvals, employee leave incentive programs, end of year performance pay, and other compensation programs.

<b>Duty/Responsibility #</b>	3	<b>Statement of duty/responsibility:</b> Policy and General Advisory Duties
<b>Percent of Time</b>	15%	

### Tasks involved in fulfilling above duty/responsibility:

- Develops policies and procedures for operational and human resources functions in accordance with federal and state law.
- Collaborates with district administrators on developing recommendations for individual employee issues including attendance and the use of leave, personnel processes, and district policies.
- Manages, investigates, and resolves employee contract and legal concerns and/or grievances.
- Oversees the development and administration of policies, procedures, programs, goals, and objectives including recommendations to the superintendent and school board as necessary.
- Chairperson of the Policy Review Committee.
- Provides advisories and training on human resource related issues and initiatives to administration, staff, and stakeholders as applicable.
- Provides recommendations regarding hiring, rewarding, transferring, promoting, suspending, terminating, and demoting employees in collaboration with district administration and the superintendent.
- Acts as a general liaison for the school district on behalf of the office of superintendent and school board on legal issues in coordination with district legal counsel.
- Provides general legal services where appropriate and works to anticipate and guard against legal risks facing the District including developing district positions on legal matters in concert with consultation with the superintendent and district legal counsel.
- Maintains confidentiality of all personnel and operational information.



<b>Duty/Responsibility #</b>	4	<b>Statement of duty/responsibility:</b> Special Projects, Mandated Reporting, and Other Duties
<b>Percent of Time</b>	5%	

**Tasks involved in fulfilling above duty/responsibility:**

- Acts as the district’s designated authority on public data requests.
- Maintains records and coordinates the preparation of various reports regarding the District's human resources programs such as unemployment, civil rights, workers' compensation, retirement, pay equity and submits them to the proper agency.
- Assists administration with stakeholder communication as directed and to ensure compliance with applicable laws and policies.
- Attends, participates, and represents the District before various groups, committees, task forces, and professional organizations at the local, metro, regional, and state level.
- Attends board meetings and work sessions as needed.
- Performs other job-related duties as requested or assigned.

**SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES**

- Comprehensive knowledge of Minnesota school specific and general human resources laws, rules, regulations, requirements, and guidelines.
- Comprehensive knowledge of personnel practices and procedures including recruitment and selection, wage and salary administration, and professional licensure.
- Thorough knowledge of school district organizations, functions, operations, and jobs.
- Thorough knowledge of district policies, practices, procedures, handbooks, and manuals.
- Ability to compute rates, ratios, and percentages.
- Ability to present ideas effectively, both orally and in writing.
- Ability to plan and supervise the work of others.
- Ability to prepare and administer personnel policies, practices, and procedures.
- Ability to establish and maintain effective working relationships with school officials, associates, and the general public.
- Ability to develop and maintain effective working relationships with stakeholders.
- Knowledge, skill, and ability to respond calmly and appropriately in emergency situations.
- Capable of encouraging and representing a positive relationship between the school district and the community by demonstrating professionalism, courtesy, and respect when interacting with students, staff, parents, and community members.

**SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS**



- Law degree from accredited law school with valid Minnesota law license.

**SECTION VI: EXPERIENCE REQUIREMENTS**

- Must possess a demonstrable combination of education/experience/training which provides the capacity and background necessary to perform essential functions of the position.
- Prior human resources and/or administrative experience in a school setting and one year or more of experience hiring and supervising staff is strongly preferred.

**SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS**

- A clear and demonstrated commitment to the District mission, which is to provide a safe educational environment where students develop lifelong learning skills that nurture positive attitudes and self-worth.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

**SECTION VIII: PHYSICAL JOB REQUIREMENTS**

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Demands				
N = never / O = occasionally (1-33%) / F = Frequently (34-66%) / C = Consistently (67-100%)				
Physical		Lifting/Carrying	Exposure to Environmentals	
Standing	F	Up to 10 pounds	Possible exposure to blood-borne pathogens through body and/or body fluids	O
Walking	F	Up to 25 pounds	Toxic chemicals	O
Sitting	F	Up to 50 pounds	Moving parts	O
Talking in person/on the phone	F	Up to 75 pounds	Electrical shock risk	N
Pushing/pulling	O	Up to 100 pounds	Explosives	N
Hearing	F	More than 100 pounds	Fumes	O
Feeling, grasping, finger dexterity	F	<b>Noise Levels</b>	Extreme cold (non-weather)	N
Climbing, balancing	O	Quiet (i.e. private office)	Extreme heat (non-weather)	N



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Stooping (bend at waist)	O	Moderate noise (i.e. business office with printers, light traffic)	F	Varying weather conditions	O
Crouching, crawling, kneeling, squatting	O	Loud noise (i.e. many children laughing and playing, large earth moving equipment)	O	<b>Sight</b>	
Stretching/reaching with hands and arms	O	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus	F
Distinguishing smell	O			Looking at computer monitor	O
Distinguishing temperature	O			Color vision (identify and distinguish colors)	F
Traveling by automobile	F			Peripheral, depth perception	F

## NOTICES

### Notice of Nondiscrimination

St. Michael-Albertville School District 885 does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. District 885 also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator for personnel, Douglas Birk, Director of Administrative Services, at 763-497-6504.

### Equal Employment Opportunity Employer Notice

The St. Michael-Albertville School District 885 is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.