

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

PERSONNEL
4624 Administrative Assistant for
Human Resources
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REVISED

JOB TITLE: ADMINISTRATIVE ASSISTANT FOR HUMAN RESOURCES

REPORTS TO: Supervisor for Human Resources Certificated Staff

NATURE AND SCOPE OF JOB:

The Administrative Assistant for Human Resources assists the Executive Director of Human Resources to carry out, more effectively, the duties of the office to the ultimate benefit of the district's personnel program.

QUALIFICATIONS:

The Administrative Assistant for Human Resources shall:

1. Hold a Bachelor's Degree from an accredited college or university, or working toward.
2. Have at least two years experience in the Human Resources/ Personnel Department or equivalent.
3. Have excellent leadership and organizational skills and the ability to motivate people.
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Demonstrate the ability to use computers for word processing, data management, and telecommunications.
8. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
9. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.

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10. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
11. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
12. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Official college transcripts.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Administrative Assistant for Human Resources shall be employed under the following terms:

1. Work year of twelve months.
2. Salary or hourly wage, benefits and leave time as specified in the written contractual agreement with the Board.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Administrative Assistant for Human Resources shall:

1. Assist the Executive Director of Human Resources in general personnel operations.
2. Assist the Supervisors within Human Resources as necessary.
3. Be responsible for compilation of documents needed for collective negotiations.
4. Keep confidential all correspondences, reports and other documents relating to negotiation strategies.

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5. Demonstrate willingness to substitute for other confidential secretaries as needed and/or requested.
6. Advertise available positions through newspapers and online job boards.
7. Respond to inquiries regarding certificated openings.
8. Record and track resumes for certificated positions.
9. Attend and prepare for college/university career fairs in an effort to recruit qualified potential candidates.
10. Update information regarding the alternate route program and assist individuals who are interested in going through the process.
11. Represent the Department of Human Resources at administrators' interviews upon request.
12. Process documents regarding immigration requests.
13. Collect data and other information and compile operational statistics.
14. Consult with the Supervisors within Human Resources on matters of personnel management.
15. Demonstrate ability to maintain confidence.
16. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate with staff, district administration and the community.
17. Be proficient in the use of computers.
18. Demonstrate the ability to communicate effectively both orally and in writing, using proper grammar and vocabulary.
19. Have excellent integrity and demonstrate good moral character and initiative.
20. Assist the administrator in the preparation of reports and documents by organizing data, performing research, creating data bases, and maintaining confidential files.
21. Work cooperatively with staff in other offices with the completion of large and time sensitive projects.
22. Operate electronic and other equipment needed to carry out job functions and responsibilities.
23. Maintain effective communications with students, staff, and parents to elicit support and to seek perceptions and ideas for the improvement of the facilities.
24. Research and make recommendations for improvement in the effectiveness and efficiency of the repair, maintenance, and cleaning services so that attractive, healthy, and safe facilities are provided.

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25. Attend required meetings and serve, as appropriate on staff committees.
26. Notify and assist the administration and appropriate emergency personnel of any emergency, and potentially dangerous or unusual situations, following Policy and Regulation 8441, Care of Ill and Injured Pupils.
27. Understand and communicate current developments in the repair, maintenance, and custodial areas through reading, participation in appropriate workshops or meetings, and involvement in professional organizations.
28. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
29. Use computers and/or electronic equipment to fulfill job functions.
30. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
31. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et. seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
32. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
33. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Executive Director of Human Resources and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.

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3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Executive Director of Human Resources or his/her designee shall evaluate the Administrative Assistant for Human Resources in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.


Approved

7-25-11
Date