Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Administrative Assistant – Human Resources**	FLSA Status:	**Non-Exempt**
Job Family:	**Support Services Administrative**	Pay Range:	**SS60H**
Prepared/Revised Date:	**May 19, 2025**	Job Code:	**506Q2**

SUMMARY: Responsible for providing executive-level administrative and operational support to the Senior Directors of Human Resources. This position manages high-volume scheduling, communication, document preparation, and front office operations. The HR Administrative Assistant supports department hiring and onboarding logistics, coordinates employee negotiations and internal relations documentation, and maintains department records and staffing data. This role also assists with tracking and reconciling department budgets and provides high-quality customer service to school and district staff on HR-related matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Provide high-level administrative support to the Senior Directors of Human Resources and HR staff, including scheduling meetings and appointments, reserving meeting rooms, coordinating travel, and preparing agendas. Draft, edit, and distribute correspondence, forms, memos, and newsletters. Take and transcribe meeting minutes as needed.
2. Coordinate and support HR division events and internal meetings, including planning logistics, preparing materials, and maintaining agendas and documentation.
3. Serve as the primary contact for the JSSC HR front desk, responding to a high volume of calls, emails, and walk-in inquiries. Greet visitors, resolve routine and sensitive inquiries, and ensure appropriate referral and follow-up. Maintain consistent coverage during all operating hours.
4. Prepare and track HR documentation, including employee reports, job orders, staffing forms, and leave requests. Maintain accurate records of FTE allocations and staffing rosters.
5. Support departmental hiring and onboarding, including coordinating interview logistics, assisting with new hire paperwork, and tracking onboarding tasks and department absences.
6. Reconcile and monitor all HR department budgets, including tracking expenditures, preparing budget reports, and supporting the annual budget planning process. Process P-card transactions, invoices, purchase orders, and supply requests. Monitor, track, and order all department supplies, furniture, and technology equipment. Process work orders/tickets and maintain supply room.
7. Coordinate documentation for employee negotiations and internal relations (I.R.) meetings, including preparing association materials, updating collaborative software, and ensuring timely updates to employee agreements and shared district documents.

8. Maintain HR records and systems, including department files, confidential personnel data, affiliation agreements and contract renewals and shared databases. Ensure accuracy, accessibility, and compliance with district procedures.
9. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate's degree or two-year college certificate in human resources, business administration, communications, or related field required
- A minimum of 3 years of administrative office experience; experience in Human Resources strongly preferred
- Equivalent combination of experience and education accepted

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Notary Public preferred

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence. This position is not remote eligible.
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Senior Director of Talent Acquisition & Retention, Senior Director of Human Resources	
Direct reports:	This job has no direct supervisory responsibilities.	

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy			X	
Coordinate			X	
Instruct			X	
Compute				X
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	

NOISE LEVEL:	Exposure Level
Quiet	
Moderate	X
Loud	
Very Loud	