

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

CONFIDENTIAL HUMAN RESOURCE OFFICE ADMINISTRATION SPECIALIST

QUALIFICATIONS:

- (1) High School Diploma
- (2) Minimum of two (2) year degree or equivalent college level course credit
- (3) Minimum of five (5) years progressively responsible secretarial or office management experience at administrative level.
- (4) Successful experience in note taking, confidential/legal transcription capabilities and proficiency in computer applications.
- (5) Must be able to perform difficult confidential tasks related to the public, staff, legal, collective bargaining, grievances and School Board.
- (6) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of administrative concepts, principles and practices sufficient to permit independent performance of duties. Manages daily administrative operations of the office, supervision of office employees which include establishing work priorities, resolving problems related to the day-to day operations of the office, and directly participating in the departmental administrative decision making process. Possess knowledge of the activities, operations, assignments, union contracts and scope of the District. Skills necessary to meet difficult situations with tact and finesse enabling problems and issues to be resolved. Proficiency in computer skills. Ability to communicate effectively, both orally and in writing. Display good judgment in confidential matters. Ability to organize and prioritize duties.

REPORTS TO:

Assistant Superintendent of Human Resource Services

JOB GOAL

To assist the Assistant Superintendent of Human Resources in all aspects of office management, preparation of legal documents including confidential collective bargaining materials and preparing items for the School Board agenda. To establish and maintain efficient, pleasant and effective working relationships with other employees, various agencies, and public who call on the Human Resource Services department.

SUPERVISES:

Clerical Employees and College Student

PERFORMANCE RESPONSIBILITIES:

- * (1) Coordinate the Assistant Superintendent's schedule and prepare materials as needed.
- * (2) Receive and screen telephone calls and visitors.
- * (3) Respond independently and/or as directed in composing and preparing correspondence to constituents and staff.
- * (4) Manage all aspects of office operations, including supervising other staff and college student, coordinating with Executive Assistant to the Superintendent and other Assistant Superintendents

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offices and Administrative Recording Secretary, in development of HR items for the School Board Agenda.

- * (5) Take and transcribe dictation notes at bargaining sessions, disciplinary meetings, EEO hearings and pertaining to all legal matters.
- * (6) Obtain special reports and prepare a variety of reports and data as directed including data necessary for collective bargaining.
- * (7) Maintain files for correspondence, reports and other School District documents.
- * (8) Requisition supplies and equipment.
- * (9) Prepare legal notices to employees prior to School Board meetings and after School Board Action.
- * (10) Preparation of materials for executive session regarding collective bargaining.

Inter / Intra-Agency Communication and Delivery

- * (11) Act as liaison between the staff, various public agencies, the general public, attorneys' offices, law enforcement agencies, the Union and administration.
- * (12) Interface with civic groups scheduling administrative meetings and speaking engagements.
- * (13) Attend staff meetings, bargaining sessions and/or other committee meeting recording minutes or other meeting minutes as directed.
- * (14) Use effective communication strategies to interact with a variety of staff, and special/disaster employee teams.

Employee Qualities / Responsibilities

- * (15) Display confidentiality in dealing with sensitive issues including collective bargaining issues.
- * (16) Meet a flexible work schedule as required.
- * (17) Display a calming demeanor in difficult situations.
- * (18) Set high standards for self and others.
- * (19) Provide for a safe and secure workplace.

System Support

- * (20) Prepare calendar and non-instructional payroll reports.
- * (21) Handle requisitions for supplies and equipment for Office of Assistant Superintendent.
- * (22) Prepare the budget based on data supplied by the finance department.
- * (23) Prepare weekly staff meeting agendas.
- * (24) Manage office and supervise office staff and college student.
- * (25) Prepare reports used for collective bargaining team as directed by Supervisor.
- * (26) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 05

*Essential Performance Responsibilities

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PROFESSIONAL SALARY SCHEDULE – PAY GRADE 13

Date of Board Approval: April 21, 2009