

MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Human Resources Administrative Assistant (Confidential)
REPORTS TO: Executive Director of Human Resources
DEPARTMENT: Human Resources
CLASSIFICATION: Classified
SALARY: Range 552
BOARD APPROVED:

SUMMARY DEFINITION: Under direction and supervision of the Executive Director Human Resources, provides administrative support to the Executive Director of Human Resources in the Human Resources Department. Performs specialized administrative support functions related to the operations and programs of Executive Director of Human Resources. May perform work related to employee/employer relations.

EXAMPLES OF DUTIES (to include, but not limited to):

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

1. Performs specialized administrative support functions for the Executive Director of Human Resources. **E**
2. Assigns, supervises and coordinates staff activities. **E**
3. Maintains calendar(s) for Executive Director of Human Resources. **E**
4. Performs specialized departmental administrative services.
5. Takes and transcribes minutes of meetings.
6. Develops annual purchase orders. **E**
7. Interprets policies and procedures regarding the department services.
8. Assists in preparation of departmental decisions.
9. Operates a variety of office equipment, including computers with word processing software, spreadsheets, and database programs.
10. Organizes and maintain all negotiation documents; assists in meeting “sunshining” requirements. **E**

11. Develops and maintains board dockets **E**
12. Prepares organizes, distributes and maintains all documentation related to proposals, counterproposals, unfair practice charges, hearings, grievances, arbitrations, subpoenas. **E**
13. Monitors and assists in the updating, revision and development of Board policies and administrative regulations. **E**
14. Manages and coordinates annual notifications (i.e., TB, Board Policies)
15. Attends job related meetings and activities specified by the Executive Director of Human Resources. **E**
16. Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Assistant Director of Human Resources and/or Executive Director of Human Resources. **E**

DESIRABLE QUALIFICATIONS:

EDUCATION AND EXPERIENCE: A combination of advanced training or education in business/public administration. Progressively responsible administrative experience in performing secretarial responsibilities. Experience in a public school administrative setting highly desirable.

KNOWLEDGE OF:

- Modern office practices, procedures and equipment including automated data and/or word processing storage and retrieval systems, spreadsheets and database programs
- General district policies and procedures.
- Concepts and practices of public administration.
- Policies, laws and regulative procedures in human resources
- District organization and operations
- Computer operation and related software use

SKILL IN:

- Working independently
- Handling confidential material with discretion
- Establishing and maintaining effective working relationships
- Interpersonal skills using tact, patience and courtesy

ABILITY TO:

- Operate a computer and related software
- Punctual and excellent attendance

ENVIRONMENT:

School office environment: fast-paced work with deadlines; frequent interruptions and high demand to multi-task and complete job duties with stringent timelines; maintains high regard for exemplary customer service.

PHYSICAL ABILITIES:

Hear and speak to exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports; sit or stand for extended periods of time; work at a desk, conference table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders and horizontally; lift objects weighing up to 25 pounds.

LICENSES AND CERTIFICATES:

- A valid California driver's license is required

OTHER QUALIFICATIONS:

Must pass the District's pre-employment fingerprinting and TB testing