HUBER HEIGHTS CITY SCHOOLS
POSITION VACANCY

CLASSIFICATION: Administrative Assistant - Office of Human Resources

LOCATION: Administrative Offices

SALARY RANGE: $21.35 - $35.65 per hour

LENGTH OF WORK DAY: 8 Hours Per Day

LENGTH OF WORK YEAR: 12 Months

DATE OF POSTING: November 10, 2026

QUALIFICATIONS:

- High school diploma or equivalent
- Clear criminal record
- Valid Ohio driver's license.
- Ability to plan and manage projects
- Ability to prepare and maintain accurate records
- Excellent multi-tasking and organizational skills
- Proficiency with Microsoft Office and Google Applications, especially word-processing and spreadsheet programs
- Ability to work harmoniously with other employees
- Ability to maintain appropriate confidentiality
- Exemplary verbal and written communication skills
- Regular, reliable attendance

REPORTS TO: Director of Human Resources

JOB GOAL: Collects and manages information pertaining to Huber Heights City Schools employees and candidates. Assists with the recruiting, hiring, and training of new and current employees. Manages personnel records by tracking the hiring, transfer, resignation, change in job classifications, etc., of staff members. Conducts all tasks efficiently and effectively while promoting a positive image of HHCS.

Note: Specific responsibilities and requirements are attached.

Any current employee who is interested in the position should respond, in writing, to the Chad.konkle@myhhcs.org no later than 4:00 pm local time on Friday, November 20, 2026.

PERFORMANCE RESPONSIBILITIES

The following skills and duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions:

- Maintain confidentiality in all aspects of client, staff and school district information.
- Be knowledgeable of all HHCS collective bargaining agreements.
- File and retrieve organizational documents, records and reports.
- May conduct research, compile data and prepare papers for consideration and presentation to administrators, staff and Board of Education.
- Prepare agendas and make arrangements for committees, Board or other meetings.
- Compile, transcribe and distribute minutes of meetings.
- Demonstrate the ability to make decisions without close supervision, being able to work independently and be self-motivated
- Handle detailed work assignments with efficiency and accuracy.
- Possess excellent interpersonal skills (courteousness, tactful verbal and written communications).
- Be able to maintain self-control and complete tasks with frequent interruptions.
- Work cooperatively with other human resources staff and personnel of other departments.
- Maintain a regular filing system including confidential files.
- Have the ability to effectively establish, monitor, and maintain calendar(s) of activities, events, appointments, conferences and meetings for individual needs and for immediate supervisor.
- Manage incoming correspondence efficiently, sort, route, and, in the case of routine matters, promptly respond.
- Provide timely and effective communications regarding incidents and/or situations which might impact the district, its departments or its schools to the appropriate district office/school personnel.
- Make active and consistent efforts to maintain or improve the positive image of the district.
- Assist employees, parents and community members with complaints and requests for information, referring calls to other staff members when appropriate.
- Perform other duties as assigned by Director of Human Resources.

REQUIRED ABILITIES

The following aptitudes and physical skills are essential for the successful performance of assigned duties:

- Averts problem situations and works to resolve conflicts.
- Completes detailed paperwork and job assignments accurately.
- Displays enthusiasm and promotes a positive work and learning environment.
- Effectively uses verbal, nonverbal, writing and listening skills.
- Maintains an acceptable attendance record and is punctual.
- Works cooperatively to support a successful team effort.

WORKING CONDITIONS

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable:

- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working during the evenings and/or weekends.
- Duties may require working under time constraints to meet deadlines.
- Occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and significant fine finger dexterity.

PERFORMANCE EVALUATION

Job performance is evaluated according to the policy provisions adopted by the Huber Heights City School District Board of Education.

The Huber Heights City Schools Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. This job description does not imply that these are the only duties and responsibilities to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.