

SNOQUALMIE VALLEY SCHOOL DISTRICT
JOB DESCRIPTION

Job Title: **Human Resources Administrative Assistant**
Reports to: **Executive Director of Human Resources**
Directed by: **Executive Director of Human Resources**
Work Year: **247 Day Calendar**

FLSA Status: **Non-Exempt**
Classification: **Non-Represented**
Supervises: **None**
Salary: **As Stated in Schedule**

Position Summary: Under the direction of the Executive Director of Human Resources this position is responsible for providing customer service and technical assistance in the Human Resources arena.

Qualifications Required:

A comparable amount of training and experience may be substituted for the minimum qualifications.

- High school diploma or equivalent.
- Three to five years of applicable office experience.
- Proficient in Microsoft Office Suite.
- Detail oriented; possess strong initiative and excellent organizational skills
- Demonstrated ability to manage and analyze data, including using whole numbers, common fractions and decimals to compute hourly, daily and contractual rates and other required computations.
- Demonstrated effective oral and written communication in the English language, including correct grammar and spelling usage.
- Legally eligible to work for any employer in the United States of America as verified by Form I-9.

Qualifications Desired:

- Post-secondary education.
- Human Resources experience in a public agency.
- Demonstrated knowledge of and experience with Skyward and Frontline products.

Essential Functions and Responsibilities:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Administrative Assistant to the Executive Director of Human Resources.
- Compiles and analyzes data, as needed, for collective bargaining process and department needs.
- Assists in screening of visitors and door monitoring.
- Ensures staff timesheets are submitted to Payroll in a timely manner and with appropriate budget codes and signatures.

- Reconciles staff absences in HR data management program and substitute request system; coordinates substitutes and works with administrator when short staffed.
- Maintains and updates department website.
- Assists with the Educator Equity Data Collection reporting process.
- Ensures compliance of professional certificates and licenses of employees.
- Tracks and maintains current records of department budget, balances and uses appropriate account codes for programs; reconciles budget balances and prepare related reports monthly.
- Processes requisitions and purchase orders in accordance with District policies and procedures; manages supply orders, distribution, and inventory.
- Assists in interpreting and ensuring compliance of all collective bargaining agreements.
- Maintains employee personnel files, e.g., filing, organization, etc.
- Assists with employee orientation for new certificated and classified employees.
- Coordinates and tracks compliance documentation, such as contracts, certificates, optional day sign-ins.
- Actively pursues continuous learning and growth in the personnel field.

Nonessential Skills and Experience:

- Performs other duties as assigned. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position

Success Factors/Job Competencies:

- Demonstrated ability to interact tactfully and positively with all levels of staff, management, applicants, parents, community members and other customers and maintains effective working relationships with a variety of people.
- Demonstrated ability to maintain confidentiality and discretion regarding personnel issues and other sensitive information.
- Demonstrated ability to effectively establish work priorities, exercise independent judgment, attend to detail, and ensure accuracy.
- Demonstrated ability to work on multiple tasks simultaneously.
- Demonstrated ability to file materials accurately and efficiently.
- Demonstrated ability to be flexible and open to new ideas, to coordinate multiple activities, to work effectively under pressure, and to maintain a high level of productivity.
- Demonstrated ability to keep abreast of constantly changing human resources management and legal issues.
- Demonstrated ability to enter a variety of data on computer system; to monitor and track data; to reconcile data; and to identify and correct errors and discrepancies.
- Demonstrated strong initiative and self-motivation.
- Demonstrated continuous pursuit of learning and growth in HR field.

Physical Demands and Work Environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to

successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical Demands* - Majority of the time spent in the office, working on the computer and/or on the phone. Remaining time walking around office, assisting visitors; reach with hands or arms; balance; stoop/bend; talk and hear; may lift up to 20 lbs.
- *Work Environment* - Well lit, carpeted, occasional high noise level when in office.

Performance Standards: The person in this position will be evaluated annually in accordance with the provisions of the district policy on evaluation of staff.

Approval/Revision Date: July 2024.

General: The employee is expected to adhere to all Snoqualmie Valley School District policies and procedures.