

Job Description

Job Title: Executive Secretary I – Human Resources

Position Code: MN37

Job Classification: Non-Exempt

Supervisor: Executive Director, Human Resources

Pay Grade: 23

Contract Length: 245 Days

Job Summary

Position is responsible for providing secretarial and administrative tasks for the Executive Director of Human Resources and the Human Resources Supervisor. This position will also assume an office manager role in the Human Resources Department.

Essential Duties

1. Serves as the first line contact for the Executive Director and Human Resources Supervisor.
2. Maintains calendar and appointment schedules for Executive Director.
3. Prepares correspondence, reports, email, and facsimiles.
4. Prioritizes all incoming mail for the Executive Director.
5. Maintains office files for the Executive Director.
6. Arranges travel and accommodations for business trips for the Executive Director and Supervisor.
7. Maintains key lockbox and assignment of keys and security system authorization.
8. Maintains the budget, provides monthly budget reports, and pays bills.
9. Transcribes audio recordings.
10. Maintains, organizes, and orders all office supplies for the department.
11. Assists with the planning and implementation of HR events.
12. Corresponds with other departments and outside vendors.
13. Performs other duties as assigned.
14. Models nondiscriminatory practices in all activities.

Job Specifications

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. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of high school and preferably business school training or completion of two years of college, or any equivalent combination of experience and training. Experience in Human Resources preferred. Thorough knowledge of standard office practices, procedures, and equipment and clerical techniques. Knowledge of business English, grammar and math. Proficient in filing and documentation management, electronic and paper-based. Ability to take accurate detailed notes while in meetings and transcribe to electronic formats. Proficient keyboarding and computer skills with Internet browsers, Microsoft Word, Excel, Access, and Power Point programs. Excellent oral communication skills. Must possess the ability to establish and maintain effective working relationships. Ability to follow oral and written instructions.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

Supervision Exercised: None

Supervision Received: Executive Director, Human Resources

This job description in no way states or implies that these are the only duties to be performed by this employee. The Executive Secretary II will be required to follow any other instructions and to perform any other related duties as assigned by the executive Executive Director, Human Resources or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 10/2014 LM