

Job Description

Job Title: Executive Secretary – Human Resources

Supervisor: Director of Human Resources

Pay Grade: 27

Job Classification: Non-Exempt

Contract Length: 245 Days

Job Summary

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

Essential Duties

1. Performs a variety of administrative and/or secretarial support activities for Director and assigned staff such as composing replies to correspondence on own initiative, responding to inquiries from a variety of sources, summarizing reports and information to facilitate review by Director.
2. Must maintain high level of confidentiality with all matters.
3. Maintains calendar and appointment schedules for Director.
4. Prepares correspondence, reports, email, and facsimiles.
5. Maintains office files for the Director.
6. Arranges travel and accommodations for business trips for Director.
7. Maintains key lockbox and assignment of keys and security system authorization.
8. Maintains and tracks budgets for department; monitors expenditures and performs simple analysis on accounts, pays bills, provides monthly budget reports; prepares both special and recurring reports for Director.
9. Prepares or directs preparation of minutes, notices, manuals, agenda, and correspondence with supporting documentation, requiring application of a specialized knowledge of the assigned function.
10. Prepares correspondence, reports or other documents from rough draft, notes, or tapes; corrects grammar, spelling and punctuation errors; edits wording without changing intended message.
11. Maintains, organizes, and orders all office supplies for the department.
12. Assists with the planning and implementation of HR events.
13. Corresponds with other departments and outside vendors.
14. Performs other duties as assigned.
15. Ability to pull data and put in presentation format.
16. 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: Director of 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 of Human Resources will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Human Resources. 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

03/2022 CR