



Job Title: Executive Administrative Assistant, Human Capital

Department: Human Capital
Reports To: Chief Human Capital Officer
Grade: CA-15
Number of Days: 12 Months
Security Access: ESC
Current Date: June 18, 2015
Overtime Status: Non-Exempt

Position Summary: All administrative functions for the chief Human Capital Officer. This position oversees department purchase requisitions as well as works with the Chief Human Capital Officer to ensure budget compliance; coordinates all administrative staffing activities; serves as back up for various positions within the Human Capital Department.

Minimum Qualifications/Job Requirements:

Education:

- High School Education or GED; college degree preferred

Specialized Knowledge, Licenses, etc:

Experience:

- Five (5) years' experience in administrative support, including budget and project management.

Customer Contacts (Internal and External):

- **Internal:** All levels of the organization
- **External:** Attorneys, government officials, parents, patrons and service providers

Essential Job Functions:

- Handles telephone calls, takes messages, refers callers to appropriate offices.
- Handles incoming and outgoing mail.
- Is back-up for Board Agenda, as needed.
- Maintains Chief Human Capital Officer's calendar. Sets appointments, takes care of drop-ins, sets meetings.
- Composes letters and handles correspondence.
- Types letters, reports, drafts, etc.
- Writes requisitions, receives, checks in, distributes and stores supplies from outside vendors and warehouse.
- Manages Division budget.
- Maintains administrative files.
- Maintains School Board Policy Manual.
- Helps others in the office as time permits.

- Performs administrative duties as directed by the Chief Human Capital Officer.
- Encourages communication and cooperation among office personnel so the division can better serve employees and visitors.
- Monitors employee absences and arranges for temporary help as authorized by the chief Human Capital Officer.
- Coordinates travel and lodging reservations for the Chief Human Capital Officer.
- Assists in preparation and follow-up of Division Strategic Plan.
- Oversees the staffing process for administrative job openings.
- Writes and coordinate the placement of all help wanted advertising.
- Publishes monthly department score card.
- Handles department projects as assigned.

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

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