

HUMAN RESOURCES ADMINISTRATIVE COORDINATOR

(Range 114)

DEFINITION

Performs a variety of difficult and complex administrative work related to one or more functional areas within a centralized Human Resources Department. Incumbent performs a variety of specialized clerical and technical duties in support of the District's recruiting, staffing, benefits administration, and training functions. Incumbent provides information and assistance to employees and the public as needed.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned supervisor.

RESPONSIBILITIES:

Essential and marginal functions and responsibilities may include, but are not limited to the following:

1. Processes Request to Fill and Personnel Actions form to fill positions; inputs data into the HR/Payroll system; verifies salary for promotions, demotions, acting pay, step and merit increases; coordinate with the payroll section in the Financial Services department to ensure actions are correctly processed.
2. Maintains a high degree of confidentiality.
3. Monitors workload and work activities, establishes priorities, and meets established deadlines.
4. Prepares general correspondence, memos, agendas, minutes, reports, and other documents to include personnel, training, and recruitment.
5. Proofreads reports, correspondence, forms, and other related documents for accuracy and completeness.
6. Creates database files, inputs and retrieves a variety of data and information utilizing a personal computer.
7. Collects and records information for the purpose of maintaining accurate records and files.
8. Collects, monitors, reviews, and analyzes various types of data.
9. Provides interpretation, and recommendations on various human resources issues.
10. Processes employee performance evaluations.
11. Assists with the in processing of new employees by attending orientations, reviewing paperwork, and new hire packets.

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12. Records all changes in personnel status and ensures personnel files are properly annotated.
13. Participates in the preparation and maintenance of job descriptions.
14. Assists with the Library District's recruitment and selection process.
15. Complies with all Federal, State, and local laws, codes, and regulations regarding Human Resources functional areas.
16. Takes telephone inquiries and complaints, and either assists the caller or directs the caller to the appropriate individual.
17. Schedules meetings, interviews, travel, equipment repair and service, or other department needs.
18. Utilizes personal computers, the Internet, and e-mail.
19. Operates office equipment including, but not limited to: copy machine, telephone, and facsimile machine.

Marginal Functions:

1. Attends and participates in career fairs and a variety of professional groups and committees.
2. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Modern office methods and procedures.
2. Business letter writing and report preparation.
3. Record keeping and filing principles and methods.
4. Human resources principles, and practices.
5. Current trends and developments in the field of human resources administration.
6. Pertinent Federal, State, and local laws, codes, and regulations.
7. Research techniques, sources and availability of current information.
8. Data analysis and interpretation methods and techniques.
9. Payroll and benefits administration principles, policies, and practices.
10. Current policy trends and developments in the field of payroll, personnel and benefits administration.

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11. Report and record keeping methods and techniques.
12. Federal and State laws relating to employee entitlements, benefits, and payroll.
13. Library District and Department policies and procedures.
14. Correct English usage, spelling, punctuation, and grammar.

Ability to:

1. Accept and manage change and maintain flexibility.
2. Work quickly and accurately.
3. Work both independently and as part of a team.
4. Be decisive in routine and non-routine problem solving in accordance with the Library District and assigned Department policy and procedure.
5. Exercise good judgment and make sound decisions.
6. Establish and maintain effective working relationships with those contacted during the course of work.
7. Apply Library District and assigned Department policy and procedure.
8. Type at a speed necessary to perform the essential functions.
9. Understand and follow oral and written instructions.
10. Communicate clearly and concisely, both orally and in writing.
11. Maintain the mental capacity for effective interaction and communication with others.
12. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
 - standing, walking, or sitting for extended periods of time;
 - bending, reaching, stooping, and pushing;
 - lifting and carrying;
 - operating assigned equipment.
13. Maintain effective auditory and visual perception needed for:
 - making observations;
 - communicating with others;
 - reading and writing;
 - operating assigned equipment.

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Skilled in:

1. Use of personal computers and associated software.
2. Use of general office equipment.

Training and Experience:

Equivalent to an Associate of Arts degree with major coursework in Human Resources Management, Public or Business Administration, or a closely related field related required. Four (4) years of related work experience performing similar duties, two (2) years of which shall include experience in a centralized Human Resources Department required; or an equivalent combination of training, education, and experience that provides the necessary knowledge, skills and abilities.

License, Certificate, or Requirements:

Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

Physical Requirements:

Essential and marginal functions may require maintaining a physical condition necessary for standing and walking, or frequent light lifting (5 - 10 pounds); occasional moderate lifting (12 - 20 pounds); frequent bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and standing, or sitting for extended periods of time.

Tasks require sound perception, visual perception, and oral communications ability.

Environmental Requirements:

Tasks are performed with infrequent exposure to adverse environmental conditions.

FLSA: NON-EXEMPT
CBA: NONE
DEVELOPED: SEPTEMBER 13, 2011
REVISED: SEPTEMBER 11, 2015
MARCH 13, 2018