

Coordinator III, Administrative Assistant, Human Resources

Position Details

Job Code: U7402

Reference Code: A524

Division/Unit: Human Resources

Classification: Professional-Technical

Terms of Employment: [Step 40 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: NON-EXEMPT

Position Summary

This position serves as the administrative assistant to the Deputy Human Resources (HR) Chief of Recruitment/Retention, Development, and Business Processes by providing high-quality, confidential operational and administrative support.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Assists the Deputy Chief, in serving as the principal contact and liaison on day-to-day operational, logistical, and administrative issues.
2. Assists with implementation of the division's mission and commitments.
3. Maintains a close and highly responsive partnership with the Deputy Chief and trusted collaborative relationships with HR colleagues and Clark County School District staff at all levels.
4. Assists with liaison responsibilities with other departments, as assigned.
5. Maintains a forecasted view of the Deputy Chief's schedule, projects, and tasks, ensuring everything is set up, reviewed, and completed on time.

6. Ensures Deputy Chief is appropriately prepared for and supported in meetings, on calls, or for travel.
 7. Assists with special projects, reports, and programs, as assigned.
 8. Prioritizes and facilitates the timely resolution of multiple critical issues and pending requests.
 9. Handles confidential matters for the Deputy Chief as requested, including direct and frequent interactions with leadership and complex logistics for HR projects and organizational initiatives.
 10. Provides administrative support by researching questions, obtaining information, coordinating and disseminating information, and following up on the progress and status of projects.
 11. Arranges, participates in, and implements conferences and committee meetings, as directed.
 12. Attends meetings and provides agenda and minute support (dictation/notes/transcription).
 13. Frequent contact with the public and employees at all levels; obtains and relays information requested by visitors; refers visitors to appropriate administrative staff, when necessary.
 14. Interprets rules, regulations, policies, and procedures to employees and the public.
 15. Ensures compliance with all federal, state, and local regulations.
 16. Manages, mentors, and evaluates assigned support professionals.
 17. Responsible for approving time requests and for auditing HR payroll variances for accuracy and monitoring budgets to provide assistance.
 18. Continuous improvement of business processes to include drafting and implementing process mapping, interactive workflows, and standard operating procedures.
 19. Performs other duties related to the position, as assigned.
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Position Expectations

1. Ability to work cooperatively with other administrators, licensed personnel, and support professional personnel in schools as well as in other departments in the District.
2. Understanding and sensitivity to the cultural diversity of the community as it relates to the affirmative action goals of the District.
3. Knowledge and understanding of broad community issues.
4. Knowledge and understanding of District policies, regulations, and procedures.
5. Knowledge of federal, state, and local laws and regulations.

6. Proven clear and effective communicator who can build trusted relationships and work effectively with individuals at all levels from diverse cultural, social, and ethnic backgrounds.
 7. Possess adept writing and editing skills, able to efficiently and effectively draft, i.e., correspondence, presentations, memos in the voice of HR leadership.
 8. Ability to determine procedures for handling unique problems.
 9. Ability to meet predetermined deadlines and be flexible in shifting to new tasks when priorities change.
 10. Possess strong technology skills; able to quickly learn and operate various software, apps, and programs.
 11. Functions well with minimal supervision and delivers quality outcomes under pressure and deadlines.
 12. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

A valid driver's license.

Experience

Satisfactory service in corresponding or related positions requiring a high level of professionalism, confidentiality, and responsiveness or at least five (5) years successful supervisory experience related to the administrative position.

Preferred Qualifications

1. Experience working in a K-12 environment.
2. Lean Six Sigma Certification.
3. Experience working with Human Resources.
4. Project management experience/certification.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Created: 07/11/23