

## City of Gardner Position Description

### ADMINISTRATIVE ASSISTANT – HUMAN RESOURCES

*Position Title:* Administrative Assistant  
*Department:* Administration  
*Reports To:* Human Resources Manager  
*Salary Range:* 2  
*FLSA Status:* Non-Exempt (eligible for overtime pay)  
*Last Update:* October 9, 2024

#### **Job Summary:**

The Administrative Assistant performs skilled full administrative work in support of the Human Resources Division.

#### **Job Scope:**

The Human Resources Assistant will support the provision of an efficient, customer focused and proactive operational Human Resources service to staff at all levels throughout their employment life cycle. Work is of a responsible and sometimes confidential nature requiring the exercise of independent judgment and action. Employee is responsible to and subject to the direct supervision of the Human Resources Manager or their designee. This position will also provide assistance with the administration of human resources processes and programs such as on-boarding new employees, benefits enrollment and records maintenance and retention.

#### **Essential Duties and Responsibilities:**

- Maintains electronic and paper filing systems for self and the Human Resources Division.
- Maintains I-9 records according to Federal retention regulations
- Monitors and maintains applicant tracking records in KRONOS
- Responds to applicants, processes applications, routes communication and assists with scheduling new hire candidates for interview. Prepares interview documents and maintains recruitment files.
- Responsible for setting up new employee files, both paper and electronic. Including but not limited to basic data entry, KRONOS (timekeeping), Paycor (payroll), excel tracking and preparing new hire announcements for distribution.
- Key asset to the Human Resources team in supporting other departments with seasonal staff (primarily Parks & Recreation) to complete employment cycles from onboarding and orientation to end of season terminations and transfers. Tracking of 300+ seasonal employees throughout the year, with summer season being the most active.
- Works closely with Payroll Administrator (Finance Department) to process and provide information in a timely manner so that new employees and their time approvers have access to the timekeeping system.
- Coordinates and supports the Human Resources Partner on a wide variety of daily tasks as well as special projects.
- Essential recipient of employee life event notifications and responds appropriately (per policy) on behalf of the city.
- Initiates, processes and tracks volunteer applications using Protect Youth Sports background verification system.
- Competes actions related to new hires, onboarding, status changes, and payroll changes.
- Responds to or directs to appropriate person inquiries from phone calls, emails and in-person contacts.
- Processes all purchasing, including verifying and preparing invoices for payment, purchasing card transactions and tracking all expenses for the Human Resources Division.
- Assists with organization, preparation, and set-up of various meetings and events.
- Assists in the preparation of the Human Resources Division Budget.
- Composes routine correspondence.
- Works on occasional research and special projects.
- Coordinates copier, fax and postage machine usage and issues.
- Updating and monitoring of social media accounts for job postings.
- Performs other related duties as deemed necessary or as required.

**Education, Certification and Experience Requirements:**

High school diploma or GED and a minimum of 2 years of experience in office work and word processing or any equivalent combination of training and experience that provides the appropriate knowledge, skills and abilities. Prefer an individual that has interest and experience in Human Resources. Experience with the administration of KRONOS, Paycor and KDOL, is also a plus. Requires possession of a valid driver's license and a good driving record.

**Skills, Knowledge and Abilities:**

Knowledge of office practices and procedures. Ability to proof and format business documents. Ability to organize and prioritize multiple tasks. Knowledge and ability to use Microsoft Outlook, Word, PowerPoint, Excel and other web-based software. Ability to operate a variety of office equipment. Ability to learn and operate new software applications. Ability to understand and carry out oral and written instructions of varying detail and to develop working procedures appropriate to the objectives desired. Ability to make independent decisions toward the accomplishment of assigned goals. Ability to gather, organize and communicate information verbally or in writing. Ability to establish and maintain effective working relationships with superiors, other employees, other governmental agencies, and the public contacted in the course of the work.

**Tools and Equipment Used:**

Personal computer including word processing, spreadsheet, and data base software, scanner, printer, telephone; typewriter; copier; facsimile; 10-key calculator; postage meter and scale; and vehicle.

**Physical Demands:**

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 accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is frequently required to walk; use hands to operate, finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to focus.

**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. While performing the duties of this job, the employee normally works within an office environment. The noise level is usually moderately quiet.

**Selection Guidelines:**

Formal application, rating of education and experience; and successful completion of oral interview; reference check; physical and drug screen; and background checks are required. Job related tests including assessments might be required.

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*The City of Gardner is an equal opportunity employer. Any applicant/employee with a disability as defined in the Americans with Disabilities Act may request an accommodation to perform the functions of this position. Requests should be directed to the immediate supervisor.*

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.