



Town of Danvers Position Description

Title: Human Resources Assistant	Classification: Non-Union
Department: Human Resources	Grade: 10
Reports to: Assistant Town Manager	FLSA Status: FLSA Exempt
Effective Date: 06/12/2019	Union Status: Non-Aligned

GENERAL SUMMARY:

Under the general direction of the Assistant Town Manager, performs complex administrative support tasks to assist the Human Resources Department in ensuring that the Town's policies and procedures are consistently and lawfully administered, seeking guidance when clarification, interpretation or exception to policy or law is needed. Performs responsible and varied duties requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures.

ESSENTIAL FUNCTIONS:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be 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.)

- Performs a wide variety of complex and routine administrative tasks in support of the Human Resources staff and operations; answers and routes phone calls; composes, prepares and distributes correspondence and reports; creates and edits forms, procedures, and documents; develops, coordinates, and takes responsibility for efficiently-run office systems; opens, screens, and distributes incoming mail and electronic system messages; maintains filing system; schedules meetings for department and orders office supplies.
- Coordinates, prepares, reviews and tracks personnel changes forms.
- Maintains documentation needed for employee on-boarding; coordinates employee on-boarding events; maintains related records; processes new hire paperwork.
- Responds to and directs as appropriate information requests from employees, agencies, towns, and outside organizations including verifications of employment, salary and benefits surveys, and government reports.
- Plans, coordinates, and implements logistics for events such as orientations, receptions, and annual employee events; assists in coordinating the annual training program.
- Maintains records related to Department budget and payroll; monitors expenditures and balances within account; processes purchase orders and invoices; codes expenses; prepares and maintains all associated records; assists in budget development by collecting data from past expenditures to project future spending.
- Maintains the Human Resources webpage and updates the employee portal.
- Responds to general inquires from employees and department or directs inquiries to appropriate staff within the department.
- Is cross trained in all aspects of the Human Resources Department in order to assist in the maintenance of continuous service.
- Performs special projects and related responsibilities as initiated and requested.
- Performs similar or related work as required, directed or as situation dictates.

MINIMUM QUALIFICATIONS:

- Associate's Degree and three years human resources or municipal office experience; or any equivalent combination of education, training and experience.
- Advanced with computers and Microsoft Office is required.
- Valid driver's license.
- Must be fully committed to providing service excellence to every person who visits, works, or resides in the Town of Danvers by embodying the organization's five core values: inclusion, integrity, accountability, positivity, and collaboration.

KNOWLEDGE, ABILITY AND SKILL

Knowledge: Thorough knowledge of office practices and procedures and familiarity with the laws and regulations affecting Human Resources.

Ability: Must have the ability to maintain strict confidentiality in dealing with extremely sensitive employee information. Ability to deal appropriately and tactfully with the general public. Ability to communicate effectively in a professional manner with all departments. Ability to keep accurate complex records and generate reports accordingly. Ability to perform in a fast-paced office environment.

Skills: Excellent planning, time management and organizational skills. Strong computer skills. Excellent customer service and organization skills, excellent time-management skills, excellent written and verbal communication skills, strong project management skills and experience in establishing and maintenance of employee confidential files and record keeping. Excellent attention to detail.

SUPERVISION

Received: Works under the general direction of the Assistant Town Manager, and in accordance with the applicable provisions of the Massachusetts General Laws.

Exercised: May oversee volunteers and interns of the office.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Job Environment

- Normal office environment, not subject to extreme variations of temperature, noise, odors, etc. Majority of work is performed in a moderately noisy work environment, with constant interruptions. Frequently subjected to the demands of other individuals and the volume and/or rapidity with which tasks must be accomplished.
- Makes frequent contact with the public, department heads, other Town employees. Contacts are in person, by phone, email and group meetings and involve an information exchange dialogue.
- Has access to employee-related confidential and/or sensitive information.
- Errors could result in delay or loss of services, and significant monetary loss and/or legal repercussions.
- May be required to work additional/extended hours from time to time.

Physical Requirements

(The physical demands described 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.)

Regularly required to walk, stand, sit, talk, and hear; Operates computer, printer, video display terminal, typewriter, calculator, telephone, copier, facsimile machine and all other standard office equipment requiring eye-hand coordination and finger dexterity. Balancing, crouching, grasping, pulling, reaching and stooping may also be required.; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. Must be able to communicate written and verbally. Vision and hearing at or correctable to normal ranges.

NOTICE:

- The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.
- External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.
- This job description does not constitute an employment agreement between the employer and employee, and is subject to change, as the needs of the employer and requirements of the job change. Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer.

Approved by:



Human Resources Director

07/01/2019
Date

Received by:

Employee

Date

Human Resources

Date