



REVISED: 07/01/2019  
 Submitted: 06/11/2019

JOB TITLE:	EXECUTIVE ADMINISTRATOR PERSONNEL
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IV, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4072
BARGAINING UNIT:	CERX

**SCOPE OF RESPONSIBILITIES**

Provides leadership to and direct supervision of an organization unit, program or department; plans, organizes, and implements activities which may affect more than one organizational department or major activity; maintains contact with other departments internally and externally on routine matters where significant judgment is required.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Supervises and provides direction to implement goals, objectives and functions of the District Personnel department
- Initiates policy, formulates and recommends program goals and objectives as appropriate
- Completes performance evaluation of Human Resource staff as assigned
- Develops the operating budget for the organizational unit and assures that all functions operate with the appropriated amounts
- Prepares required and special reports as requested
- Assists with Principals and/or other organizational units to implement common goals and objectives
- Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements as applicable to assignment
- Assures effective implementation of District goals and objectives where applicable
- Provides leadership and direction to an hour compliance and compensation schedules and procedures and related policies
- Provides leadership and general direction to staff forecasting activities including recruiting and placement practices and procedures
- Responds to open records requests, subpoenas, Kentucky retirement requests, audit requests, and employment verifications
- Leads the District's Human Resources Personnel and ensures that duties, areas of authority/responsibility and accountability are understood, and that effective coordination of the activities within the Division are accomplished
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

The work is primarily sedentary. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires use of hands for simple grasping and fine manipulations. The work requires driving automotive equipment.

MINIMUM QUALIFICATIONS
Master's Degree
Three (3) years successful experience in human resources
Kentucky teaching certificate
Successful leadership experience

DESIRABLE QUALIFICATIONS
Advanced preparation in area of assignment