



REVISED: 01/29/2025
Submitted: 01/28/2025

JOB TITLE:	EXECUTIVE ADMINISTRATOR PERSONNEL
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4072
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Provides leadership to and direct supervision of the District's Personnel Services Department; plans, organizes, and implements position management, and staffing activities; maintains contact with other departments internally (including, but not limited to Budget and Payroll, Academic Services, Information Technology) and externally on routine matters where significant judgment is required.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Supervises, provides direction, and implements goals, objectives and functions of the District Personnel Services Department
Initiates policy, formulates and recommends hiring, staffing goals and objectives as appropriate
Develops the operating budget for Personnel Services and assures that all functions operate with the appropriated amounts
Collaborates on recruiting goals, initiatives, and objectives as appropriate
Prepares required and special reports as requested
Assists 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 related to selection, hiring, and placement
Assures effective implementation of District goals and objectives where applicable
Provides leadership and direction to wage 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 and by the designated deadline
Evaluates staff as assigned
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): driving, lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

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

DESIRABLE QUALIFICATIONS
Kentucky certification in administration
Kentucky teaching certificate
Advanced preparation in area of assignment
Human Resources Certification