

EXECUTIVE SECRETARY / HUMAN RESOURCES MANAGER

STATUS: Exempt, (Non-Union) per diem

SCHEDULE: Part-time, 24 hours per week, 8:00 am – 4:30 pm, 3 days a week.

SALARY: \$35.00 per hour.

FUNCTION: The Executive Secretary / Human Resources position is responsible for providing professional administrative support to the office of the Executive Director, and other department heads as necessary, as well as overseeing personnel activities including recruitment and benefits administration. The incumbent is privy to highly confidential information related to Board of Commissioners' meetings, personnel actions and general Authority business and must always maintain the integrity and confidentiality of that information.

SUPERVISION: The Executive Secretary / Human Resources Manager reports directly to the Executive Director. This position has no direct reports.

ESSENTIAL JOB DUTIES:

- Confidentiality and professionally organize and manage the day-to-day activities of the Office of the Executive Director to assure efficient and effective Executive operations.
- Serve as primary contact for the Board of Commissioners.
- Schedule and manage travel for the Authority.
- Schedule and manage meeting plans for the Executive Office and manage the Executive Director's schedule.
- Coordinate communication and activities with other departments and personnel, government agencies, vendors, and other outside organizations.
- Coordinate the assembly of all docket items and prepare Board of Commissioners packets for distribution.
- Attend meetings called by the Executive Director and take the minutes of same.
- Responsible for the annual codification of the Commissioners' board resolutions for updating the Authority's Policies.
- Research, recommend, and administer employee benefit programs for the Authority to ensure that the Authority is obtaining the most cost-effective level of coverage, including medical coverage.
- Disseminate information for the WHA regarding existing, new, or changing Personnel Policies, programs, practices, and procedures.
- Provide advice and counsel to the WHA on sensitive employee relations conflicts and may participate in addressing concerns.

- May participate in Union contract negotiations and administration. Assist in the collection and analysis of information to be used for collective bargaining.
- Maintain WHA's posting requirements and systems and assists with the recruitment of new employees.
- Ensure that all federal, state, local laws, collective bargaining agreements and corporate personnel-related compliance matters are proactively managed, including but not limited to, Section 504/ ADA, EEO, Affirmative Action Planning, and FMLA (Family & Medical Leave Act).

SECONDARY DUTIES:

- Assist with the development and posting of help wanted advertisements, interviews, and other hiring activities.
- Advise senior staff on implementation of applicable personnel policies and practices.
- May represent the WHA to outside agencies (e.g., unemployment hearings, labor commission, etc.) as necessary regarding Authority Personnel issues.
- Perform other reasonably related duties as assigned by management as required.

PHYSICAL REQUIREMENTS:

The duties of this position are primarily office-based and require manual dexterity sufficient to competently use office equipment such as a keyboard or calculator. From time to time, the holder of this position will be required to conduct site visits which would include the ability to traverse over a ¼ mile at a time and to use stairs.

PERFORMANCE CRITERIA:

This position will be evaluated on the ability of the candidate to work independently to produce work free from errors and demonstrate good judgment in the handling of delicate or confidential matters involving the Authority or Authority staff. Fundamental performance objectives relate to assisting the Executive Director in maintaining a well-trained, fairly paid work force in a manner that complies with applicable laws, regulations, and agreements.

QUALIFICATIONS & SKILLS:

- Ability to multi-task and prioritize.
- Experience and demonstrate excellence in dealing with highly confidential information and sensitive personnel issues.
- Strong analytical, interpersonal, computer, and oral and written communication skills.
- Ability to professionally draft official correspondence and memoranda.
- Ability to interface effectively with people of diverse backgrounds and skill sets at all levels of the organization.
- Self-directed and proactive.

EXPERIENCE & EDUCATION:

Bachelor's degree preferred with a minimum of 3 years business experience in a confidential environment. Proven Human Resources and office administration experience.