

**TOWN OF WAYLAND
POSITION DESCRIPTION**

Title: Human Resources Assistant

Department: Human Resources

Appointing Authority: Town Administrator

Affiliation: Non-Union

Grade: N-3

Personnel Board Approved: 2/7/94

Personnel Board Revised: 7/18/16

Summary of Duties

Responsible and complex secretarial, clerical, and administrative work in assisting the Assistant Town Administrator/HR Director in accomplishing the goals, objectives and functions of the office; office management work related to the accounting and the administrative work of the department; all other related work as required.

Supervision Received

Works under direction of the Assistant Town Administrator/HR Director and Town Administrator.

Works independently generally setting own daily work plan and choosing among appropriate courses of action to achieve defined objectives; refers unusual cases to supervisor.

Performs a variety of responsible, comprehensive functions of an administrative and technical nature, requiring a high level of judgment and initiative and the ability to interpret guidelines and carry out assignments independently; exercises considerable judgment in responding to inquiries from employees, department heads and the general public and managing workload and assignments.

Supervision Exercised

None

Job Environment

Work is performed under busy office conditions with many interruptions during the day from staff and the general public; work environment is moderately noisy.

Operates computers and software systems including the Human Resource Information System (HRIS) and municipal financial system; operates standard office equipment in a proficient and effective manner.

Makes frequent contact with employees, department heads, Town boards and committees, general public and area towns; contacts with the public require considerable patience, tact, understanding and courtesy; contacts are in person, by telephone and in writing. Communication is by means of telephone, personal discussion, and correspondence; contacts are for the purpose of explaining policies/procedures, providing departmental information and conducting Town business.

Has regular access to departmental and town-wide confidential information, the disclosure of which would cause poor public and employee relations and possible legal repercussions.

Misjudgments could result in considerable confusion, monetary loss, delay in services and adverse public relations.

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.

Assists in providing for the efficient operation of the Human Resources Department through the performance of various administrative functions and the development of office procedures.

Serves as a primary point of contact for employees, department heads, board and committee members, vendors and the general public; responds to inquiries regarding human resource related policies and by-laws as well as personnel related contractual obligations; responds to frequent requests for information.

Assists the Assistant Town Administrator/HR Director in the management and oversight of a variety of programs and initiatives; assists with HR related projects which may include items related to job descriptions, classification, wages, benefits, etc.; may assist the Asst. Town Administrator/HR Director in collective bargaining negotiations.

Assists in a wide variety of research projects to include the gathering of data and analyzing information for both Human Resource and insurance related matters.

Maintains and updates weekly attendance information relating to paid time off for Town employees; creates and distributes a wide variety of reports based on employee data and

attendance records; maintains personnel files documents and information for all Town employees in a confidential manner.

Places help-wanted notices in a variety of media outlets; updates website as needed to display current position vacancies.

Updates Human Resource and Personnel Board information on the appropriate webpages.

Coordinates pre-employment examinations for newly hired employees; schedules mandatory drug and alcohol testing for CDL drivers.

Maintains Workers' Compensation files and acts as the representative for the town in the processing of new and existing claims; works closely with the Town's insurance carriers for both Workers' Compensation and 111f claims.

Processes all town liability and property claims; tracks and deposits all claim reimbursement checks with the Town Treasurer or appropriate party.

Sets-up and coordinates training sessions for Town employees; may serve as the Town's representative to the Municipal Training Group.

Reviews invoices for payment; prepares batch invoices for payment; processes and submits data to the Finance Department; maintains records as required.

Prepares correspondence on behalf of the Assistant Town Administrator/HR Director and the Personnel Board; edits, corrects and modifies draft documents as appropriate; may be required to provide clerical assistance to various boards and committees

Posts various board meetings; may assist in the preparation of agendas, correspondence and packets of relevant materials for distribution to board members.

Attends Selectmen's meetings for the purpose of preparing Board minutes; prepares minutes outside of regularly scheduled work day; maintains all documents associated with meetings and minutes.

Assists the Executive Assistant to the Town Administrator in the day-to-day administration of the Selectmen's Office.

Under the direction of the Town Administrator, oversees social media accounts for the Selectmen's Office; maintains Facebook and Twitter accounts for the Selectmen's Office; develops policies and procedures for administering social media accounts.

May be required to attend special meetings and work on special projects.

Serves as event planner for the Town; plans and coordinates events such as the annual safety luncheons, holiday and retirement parties.

Performs similar or related work as directed, required, or as situation dictates.

Recommended Minimum Qualifications

Education:

High school diploma; Associate's Degree in a related field preferred.

Experience:

Over three (3) years of administrative experience in a human resources related functions; experience in the administration of an automated HRIS database preferred; experience in a municipal or a government setting preferred.

Licenses/Certificates:

None

Knowledge, Abilities and Skills:

Working knowledge of human resources practices and procedures.

Knowledge of standard office practices, procedures and equipment.

Knowledge and ability to employ records management practices.

Knowledge of social media and its application to municipal government.

User knowledge of personal computers and Windows-based software programs; skill and ability to operate a personal computer and a variety of office equipment.

Must have excellent command of the English language, sentence structure, punctuation and spelling.

Ability to effectively use the internet to research issues and gather data.

Ability to maintain accurate and detailed records.

Ability to multi task, organize, work independently, accomplish tasks and meet deadlines despite frequent interruptions in a fast-paced environment while maintaining attention to detail.

Ability to coordinate board, office and staff functions.

Ability to interact tactfully and effectively with Town employees, supervisors, officials and the general public.

Good communication skills; ability to communicate effectively verbally and in writing.

Ability to read and interpret pertinent federal and state laws, local By-laws and collective bargaining agreements relating to departmental operations.

Ability to maintain confidentiality of information.

Ability to operate various types of office equipment and perform routine support of such equipment.

Excellent typing and secretarial skills.

Excellent customer service skills.

Physical Requirements

Minimal physical effort generally required. Ability to operate a keyboard at efficient speed and sit at a computer for long periods of time. Specific vision requirements include close vision and the ability to adjust focus. Ability to talk, hear, walk, stand and sit. Occasionally required to bend, stoop, kneel and crouch and move boxes weighing up to 30 pounds.

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