

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: Human Resources Coordinator

QUALIFICATIONS:

1. **Education/Certification:** Associate degree in business or accounting or equivalent work experience. Hold a valid State of Maine Criminal History Records Check Approval.
2. **Special Knowledge/Skills:**
 - a. Experience in computerized payroll systems, benefits administration and other human resource related functions.
 - b. Ability to work independently with a high degree of accuracy and organization.
 - c. Must be team oriented with excellent interpersonal and communication skills.
 - d. Must be willing to participate in ongoing in-service training as requested.
 - e. Must maintain a high level of ethical behavior and confidentiality of information as required by law.
3. **Experience:** Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO: School Department Business Manager/Municipal Comptroller

JOB GOAL: This position carries out the responsibilities of benefits administration, employee training, onboarding, policy implementation, affirmative action and employment law compliance for the town and school employees.

PERFORMANCE RESPONSIBILITIES:

1. Assists all personnel with enrollment and preparation of required forms, including insurance and other payroll deduction forms.
2. Prepares all individual contracts.
3. Maintains personnel files on all employees.
4. Maintains record of employee leaves and absences.
5. Creates and maintains all job descriptions for Town and School Department.
6. Keep track of all employees' training for Town and School Department.
7. Train employees as needed per State and Federal law.
8. Assists in the preparation and development of the annual budget as requested, directed and/or required.
9. Prepare and manage all workers' comp, FMLA and OSHA paperwork.
10. Performs other duties as assigned by the Business Manager and Superintendent.
11. Processes payroll during payroll staff vacations.
12. Assists Payroll Administrator with monthly, quarterly and yearly reporting.

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EQUIPMENT USED: Computer, printer, typewriter, calculator, telephone, copy machine, fax machine, and other pieces of general office equipment.

WORKING CONDITIONS:

Mental Demands: calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, presenting

Physical Demands: sitting, standing, climbing stairs, adjusting, connecting, lifting (to 25 lbs), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment

Environmental Conditions: inside, working around moving objects, working alone

Willingness and ability to work with others, to share and cross-train in order to promote the concept of 'teaming' and 'a team approach' in order to meet the needs of the office.

TERMS OF EMPLOYMENT:

1. 8 hours per day/260 days per year
2. Compensation in accordance with recommendations established by the Superintendent of Schools and Business Manager.

EVALUATION: The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Business Manager will perform the evaluation.

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: May 10, 2016