

Job Description

Job Title:	Human Resources Assistant								
FLSA:	Exempt:		Non-Exempt:	X	Union Status:	Union:		Non-Union:	X
Supervision Received:		Assistant Town Mgr.			Supervision Exercise:		None		
Last Revision:	4/26/2019								

General Summary:

This position is responsible for performing a variety of paraprofessional and administrative work in support of the Town Manager’s Office.

Essential Functions:

1. Assists in performing Human Resources functions such as coordinating and scheduling candidates for interviews, booking conference rooms, preparing interview packets, and calendaring.
2. Assists in performing HR audits of files, ensuring accuracy of information and providing support to the HR Specialist on special projects as assigned.
3. Assists in the preparation of training materials for professional development programming, coordination of any IT needs of the programs and assists in transporting programming materials to the appropriate location.
4. Works on special projects in relations to various human resources and management projects.
5. Acts as the first point of contact to the office by greeting visitors, assessing their needs and connecting them with the correct staff in order to address their concerns.
6. Assists the office in performing a wide variety of office functions including filing, scanning, digitization, and answering phone calls.
7. Assists the Town Manager, as requested, in reviewing and proofing documents, and assists the office in creating agendas, packets, and agenda summary items.
8. Refers correspondence to the appropriate department as needed.

Other Functions:

1. Utilizes computer applications such as word processing, database, internet, desktop publishing and HRIS.
2. Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as directed.
3. Travels to test sites, on-site job audit locations, training locations, or other Town facilities as required.
4. Other related duties as assigned.



Education & Experience:

Education:

Currently enrolled in a Bachelor's Degree or Master's Degree program with major course work in human resources, business administration, public administration or related field.

Experience:

Some experience working in an office environment.

Any equivalent combination of education, experience, or training that has prepared the incumbent to perform the essential duties of the position.

Knowledge, Skills & Abilities :

This position requires the following knowledge:

- Basic knowledge of office functions and office administrative skills.

This position requires the following skills:

- Sound administrative and management skills in the areas of policy interpretation, procedures and people.
- Well-developed analytical skills.

This position requires the ability to:

- Prepare and analyze reports and carry out assigned projects to their completion.
- Maintain effective working relationships with all contacts.
- Understand and communicate written and verbal instruction.
- Effectively interact and communicate with the general public and fellow employees and a variety of other stakeholders.
- Understanding of town ordinances, state laws and regulations governing human resources issues.
- Manager various computer applications including Excel and Word.

Licenses & Certifications:

None

Possess a valid driver's license.



Special Requirements:

This position requires the following:

- Work hours beyond the regularly scheduled work-week in order to attend various commission, board and council meetings will be required.
- A thorough background check.



Working Conditions & Environment :

<i>Physical Activities</i>	<i>Amount of Time</i>			
	None	< 1/3	1/3 to 2/3	>2/3
Stand		X		
Walk		X		
Sit				X
Speak or hear				X
Use hands to finger, feel, type or text				X
Climb or balance		X		
Stoop, kneel, crouch or crawl	X			
Reach with hands and arms		X		
Taste or smell	X			
Push or pull		X		
Repetitive motions				X
Driving (including driver's license)		X		
<i>Lifting Requirements</i>	<i>Amount of Time</i>			
	None	< 1/3	1/3 to 2/3	>2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			



<i>Environmental Conditions</i>	<i>Amount of Time</i>			
	None	< 1/3	1/3 to 2/3	>2/3
Work near moving mechanical parts	X			
Work in high places	X			
Risk of electrical shock	X			
Risk of radiation	X			
Work in extreme weather conditions	X			
Exposure to blood or other body fluids	X			
Exposure to hazardous chemicals	X			

<i>Special Vision Requirements</i>			
X	Close vision	X	Distance vision
	Color vision	X	Peripheral vision
X	Depth perception	X	Ability to adjust focus

<i>Noise Level in the Environment</i>			
	Very quiet	X	Quiet
	Moderate noise		Loud noise
	Very loud noise		

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position. This description does not constitute an employment agreement between the Town of Mansfield and the employee and is subject to change by the Town as necessary.

