

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### EMPLOYEE RELATIONS ADMINISTRATOR

**SALARY SCHEDULE: ADMINISTRATIVE – [F] E**

**COST CENTER: HUMAN RESOURCES DEPARTMENT (9023)**

**QUALIFICATIONS:**

- (1) Bachelor's Degree from an accredited institution in Human Resources Management or related field.
- (2) Minimum of five (5) years experience in progressive human resources work.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to interpret, understand and apply a negotiated agreement. Knowledge of interrelationships between personnel and management. Ability to work well with people. Knowledge of laws, rules and regulations governing assignment. Ability to organize and prioritize activities. Ability to communicate effectively both orally and in writing. Knowledge and understanding of effective technology systems for human resources needs. Ability to and experience in leading a small staff.

**REPORTS TO:**

Executive Director, Human Resources and Labor Relations

#### JOB GOAL

To provide substantial and effective leadership direction and oversight for developing/recommending solutions in the area of employee assistance.

**SUPERVISES:**

Salary Specialists  
Information Specialist  
Sub Central  
Secretaries

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Direct all human resources efforts related to the sustainment and retention of classified, instructional, and administrative personnel.
- \* (2) Plan, recommend and promote policies and programs which, through proper utilization of manpower, will support School Board objectives.
- [\* (4)] \* (3) Communicate and assist in the interpretation and implementation of personnel policies.
- \* (4) Serve as a recruiter for the District.
- \* (5) Serve as district equity coordinator.
- \* (6) Monitor professional development entry data.
- \* (7) Supervise district instructional and classified substitutes
- [\* (5)] \* (8) Monitor and evaluate general employee attitudes.
- [\* (6)] \* (9) Participate in personnel decisions involving employees.
- [\* (7)] \* (10) Monitor and oversee all investigations for the school district.
- [\* (8)] \* (11) Conduct personnel research, prepare personnel statistics and develop, conduct or assist in training programs.

- [\* (9)] \*(12) Assist in the interpretation of programs, philosophy and policies of the District to staff, student and the community.
- [\*(10)] \*(13) Respond to inquiries or concerns in a timely manner.
- [\*(11)] \*(14) Disseminate information and current research to appropriate personnel.
- [\*(12)] \*(15) Keep well informed about current trends and best practices in areas of responsibility.
- [\*(13)] \*(16) Maintain expertise in assigned areas to fulfill project goals and objectives.
- [\*(14)] \*(17) Promote and support professional growth for self and others.
- [\*(15)] \*(18) Develop annual goals and objectives consistent with and in support of District goals and properties.
- [\*(16)] \*(19) Maintain a network of peer contacts through professional organizations.
- [\*(17)] \*(20) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- [\*(18)] \*(21) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- [\*(19)] \*(22) Serve on District, state or community councils or committees as assigned or appropriate.
- [\*(20)] \*(23) Represent, consistently, the District in a positive and professional manner.
- [\*(21)] \*(24) Provide leadership and direction for the assigned areas of responsibility.
- [\*(22)] \*(25) Provide leadership and guidance in the development of annual goals and objectives for assigned department.
- [\*(23)] \*(26) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- [\*(24)] \*(27) Assist in implementing the District's goals and strategic commitments.
- [\*(25)] \*(28) Exercise proactive leadership in promoting the vision and mission of the District.
- [\*(26)] \*(29) Provide oversight and direction for cooperative planning with other agencies.
- [\*(27)] \*(30) Set high standards and expectations for self and others.
- [\*(28)] \*(31) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- [\*(29)] \*(32) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- [\*(30)] \*(33) Facilitate problem-solving by individuals or groups.
- [-31] -34 Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 11**

\*Essential Performance Responsibilities