

**Arlington Public Schools  
Arlington, MA 02476**

**JOB DESCRIPTION**

**POSITION: Assistant Director of Human Resources**

**JOB GOALS:**

The Assistant Director of Human Resources supports human resources administration in the Arlington Public Schools, with a specific focus on Benefits Coordination, HR Technology, and Employee Data Management. This position requires the applicant demonstrate the commitment to maintain confidentiality, competence in communication, technical/professional skills, organizational/analytical skills, and knowledge in performance of duties and responsibilities. Works collaboratively with the Superintendent's Office, Payroll Department, Business Office and all other schools and departments within the Arlington Public School District, as well as the Town of Arlington Human Resources Department. Must also have the ability to work independently, attend to detail, and meet frequent deadlines.

**QUALIFICATIONS:**

- Bachelor's Degree in Human Resources or Business. Related experience and training may be substituted for a Bachelor's Degree.
- Proficiency in working with Microsoft Office applications and the Google Suite.
- Excellent organizational, management, oral and written communication and human relations skills are essential.
- Currency and fluency in technical skills, including Munis, PowersSchool, Frontline and others, as well as the willingness to learn emerging computer technologies as needed.
- Ability and willingness to share technological expertise with other staff members in daily work and in staff development activities.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Coordinate benefits for the Arlington Public School employees, in conjunction with the Town of Arlington Human Resources Department. This includes managing open enrollment for health, dental, and life insurance, as well as flexible spending accounts, 403b and other benefits offered by the Town of Arlington and Arlington Public Schools.
- Collaborate with the Town and School HR Departments to evaluate benefit offerings and suggest changes when needed.
- Coordinate onboarding of new employees with the HR and Payroll Departments, ensuring that new employees receive information about benefits and district policies.
- Collaborate on employee orientation and education about District and Town policies.
- Draft and prepare correspondence and reports.
- Supervise and direct work of Human Resources Specialist

- Maintain the confidentiality of the office; handle all matters flowing through the office with discretion.
- Assist with employee recruitment activities, hiring of all District employees, including providing support to search committees and District administrators.
- Understand the functions of all staff in the district, and serve as a resource person for the school committee, central office administrators, principals, staff, and community members.
- Use technology effectively in all aspects of the job to enhance efficiency.
- Collaborate with Data Specialists in maintaining and revising the employee databases needed for mandated employee state reporting and the seniority list.
- Work with Central Office staff on special projects as assigned by the Human Resources Director and Superintendent.
- Perform other related duties as assigned.

### **Work Environment:**

Work is performed under typical business office conditions. Employee has access to confidential information related to personnel and medical records, union negotiations, and other personal and private information about Town employees.

Has daily contact with municipal employees, union officials, other town and school departments, citizen committees, legal and medical professionals, insurance providers, and vendors. Has regular contact with the general public. Resolves issues and provides information by telephone, in writing, and in person.

Operates computers and computerized systems, components, telecommunications equipment, and other standard office equipment.

Errors could adversely impact public, personnel and labor relations with significant legal and financial consequences.

### **TERMS OF EMPLOYMENT: Full Time, Full Year Employee**

**REPORTS TO:** Human Resources Director

**SALARY AND BENEFITS:** \$80,000-\$90,000 per year. Benefits in accordance with those offered to benefit eligible employees in the Town of Arlington

*Arlington values diversity. We strongly encourage candidates of varied backgrounds, including people of color, persons with disabilities and others to apply.*