

JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT (LVCCLD)

JOB TITLE: Coordinator I, Human Resources

EXEMPTION STATUS: Non-Exempt

PAY GRADE: 107

JOB CATEGORY: Administrative Support Workers

BARGAINING UNIT: Ineligible

GENERAL SUMMARY:

Under Direct and Intermittent supervision, provides general administrative support to one or more Human Resources functions, including Benefits, Compensation and Classification, Training and Development, Human Resources Information Systems (HRIS), Reporting and Employment. Performs a variety of transactional duties in accordance with established policies, procedures and practices. Interfaces with a wide variety of internal and external customers to answer general HR policy questions and information requests. Typically, reports to management level HR position.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Responsible for the day-to-day administrative support of various Human Resources programs including but not limited to: Front Desk Reception; Employment (Recruiting & Selection); Training & Development; Benefits; Human Resources Information Systems (HRIS) & Reporting; Employee/Labor Relations; Workers Compensation & Unemployment; and Compensation & Classification.
2. Creates and maintains accurate and up-to-date Human Resources files, records, and documentation.
3. Answers frequently asked questions from internal and external customers relative to established policies, procedures and practices.
4. Enters updates and/or retrieves information from various automated Human Resources and/or Payroll systems.
5. Assist with planning and execution of HR & District special events.
6. Performs related work as assigned.

CORE COMPETENCIES:

- Customer Service
- MS Word & Excel (Basic)
- Front Desk Reception
- Purchase Orders
- HR Filing

- WebEx Meeting
- Scheduling General Meetings, Training, and Events
- Basic UKG Query (Viewing)
- Basic Learning Management System (LMS)

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- **EDUCATION:** High School Diploma or General Equivalency Diploma (GED).
- **EXPERIENCE:** One (1) year general office support (filing, reception, and data entry).
- **LICENSE AND CERTIFICATION:** None
- **PHYSICAL REQUIREMENTS:** Work is primarily performed in an office setting. Ability to lift up to ten (10) pounds and occasionally lifting and/or carrying such articles as files or books. Although work is performed in an office setting, a limited amount of walking or standing is often necessary to carry out job duties.

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of office procedures and of spelling, grammar, punctuation, and arithmetic.
- Knowledge of records administration and maintenance techniques and procedures.
- Skill in data entry with minimal errors.
- Ability to accurately prepare and maintain files, records, and reports.
- Ability to process and handle confidential information with discretion.
- Ability to communicate effectively in both oral and written form.

DEVELOPED: May 20, 2021