

Permian Basin Regional Planning Commission JOB ANNOUNCEMENT

Administrative Services Assistant

GENERAL DESCRIPTION

The Administrative Assistant/Human Resources Director reports directly to the Executive Director of the PBRPC. Primary responsibilities include performance of advanced administrative assistance and human resource management duties for the PBRPC, a Council of Governments. Human Resource duties will include the participation in administration of agency personnel policies and procedures; the dissemination, interpretation and enforcement of agency policies/procedures, coordination of employee benefits program, the dissemination, administration records management, as well as other duties assigned by the Executive Director. Other duties will include providing assistance to all agency staff members. Will work to maintain effective public and membership relations- including local governments, PBRPC committees and the Board of Directors. Will be responsible for the overall management of the administrative office's services to the agency departments and staff. Will ensure agency compliance with federal and state regulations for serving the general public.

Minimum Qualifications

- Proven relevant experience in high level administrative team services.
- Excellent written and oral communication skills.
- Knowledge and experience in Human Resources field, including related legal requirements. Prefer SHRM certification.
- Prefer Business degree or graduation candidate.

Examples of Work Performed and Essential Duties

- Assists Executive Director in the development of administrative department budget and strategic plan.
- Help plan, organize, and direct the administrative activities of the agency.
- Supervise the daily activities of the administrative department when assigned.
- Assist with the planning and implementation of the Annual General Membership meeting.
- Oversee the PBRPC website development and updates.
- Maintains the Regional Directory and coordinates PBRPC General Membership activities.
- Organize monthly/annual board meetings, prepare public notice, and disseminate information.
- Manage the posting of agency public notices of open meetings and/or special meetings for agency departmental meetings.
- Receive and respond to any inquiries from the general public and/or news media.
- Will prepare authorized travel related arrangements for administrative department and/or board of directors.
- Receive and prepare accounting log of all agency income and submit to Fiscal Department.
- Performs human resource duties, managing and maintaining the agency employee benefits.
- Review and update Human Resource/Personnel Policies and Procedures as needed.
- Prepare and release job postings for staff vacancies, external and internal.
- Performs new employee orientation and review Personnel Policies and Procedures with employees as needed. Enrolls employees in benefit plans and assists employees in accessing benefit providers.
- Provide Human Resources counseling and serve as impartial third party between supervisors and employee relations. Resolves human resource matters, such as placement problems, classification issues and issues surrounding the transfer, demotion, and dismissal of employees.
- Complete Workman's Compensation claims, coordinate services with insurer.
- Remain updated in employment laws and regulations related to employee rights to a protected and safe place. Ensure employee grievance procedures are protected.
- Coordinate retirement plan enrollment and serve as liaison for employee and benefit administrator.
- Plan programs for agency human resource activities and advises management on the formulation and administration of operating plans and policies for human resource issues.
- Prepare and submit all reports and documents as necessary for state reporting requirements.

- Maintains human resource records and reports.
- Assists in the approval or disapproval of agency requests for travel, agency employee expense reporting, employee requests for advance monies to travel and leave requests, personnel action forms, purchase order requisitions, purchase orders and etc.
- Performs other administrative duties as assigned or as needed.
- Must be willing to travel out of region if necessary.

Required Experience, Knowledge and Skills

Must be experienced or highly qualified to perform high level administrative work. Knowledge of the principles and practices of human resource management is required. Must have ability to plan, assign, and supervise the work of others. Knowledge of and ability to interpret the federal, state, and local laws, statues and regulations relating to the field of human resources and other agency service areas. Skill in conducting employee interviews/exit interviews. Skills in applying agency hiring/firing procedures. Ability to determine and evaluate applicant qualifications, analyze job requirements, prepare job descriptions, develop, and interpret and/or assist in the development/interpretation of ALL agency policies and procedures; and to communicate effectively with others.

Must have excellent written, verbal ability. Must be competent and experienced in computer applications (Word, Excel, Power Point).

Certificates and Licenses:

Appropriate Texas Drivers License, available means of transportation and proof of auto liability insurance.

Salary and Benefits: \$40,000 - \$55,000 depending on experience and qualifications. PBRPC benefits include health insurance, sick/annual leave, retirement.

Work Location: 2910 LaForce Blvd., Midland, TX 79711

PBRPC is an EEO Employer, and LEP Service Provider. Auxiliary aides available upon request.

How to Apply: QUALIFIED APPLICANTS

Email Resumes to:

DFranco@pbrpc.org

Include Reference Names/Contact Information