



## LAKES COUNTRY SERVICE COOPERATIVE

**DIVISION/DEPARTMENT:** Administration

**JOB TITLE:** Operations/Human Resources Coordinator

**REPORTS TO:** Deputy Executive Director - Operations

Type of position:	Hours 40/week
<input checked="" type="checkbox"/> Full-time	Days 260/year
<input type="checkbox"/> Part-time	
<input type="checkbox"/> Contractor	<input type="checkbox"/> Exempt
<input type="checkbox"/> Intern	<input checked="" type="checkbox"/> Non-Exempt

### JOB SUMMARY

This position performs project management and implementation in the operations/human resources/finance area of the LCSC Administration Department. This position performs internal services specializing in the project management of the recruiting/hiring/orientation functions but is also tasked with the completion of related direct service functions in the department. The position works daily with the Operations Executive Assistant and works in a team environment with Operations and Finance staff to oversee and report on internal functions outlined in the job duties. This position is based in the main LCSC office, with flexibility in work location during the work week.

### GENERAL REQUIREMENTS

- Reports to the Deputy Executive Director- Operations and works under the supervision of the Deputy Executive Director of Finance and Benefits and the Deputy Executive Director of Operations
- Works with Executive and Leadership staff as recruiting/hiring team lead.
- Adopts and demonstrates the organizational values of LCSC
- Responsible for timely execution of both independent and team oriented project work
- Participates in team meetings as assigned.

### JOB DUTIES

- HR Onboarding/Orientation Coordinator
  - Oversees all procedures for recruiting, hiring and orientation
- Follow through with directors and completion of internal HR orientation
- Performs Active Recruiting Efforts - job fairs, outreach to specific communities, internships
- Intake of First Reports and OSHA 300 Reporting
- Manage ongoing First Reports status and analysis
- Coordinates and tracks internal PD and Safety Training
- Oversees Professional certifications/licensure status
- Coordinates the Writing/Reviewing of new Job Descriptions and Postings
- Maintains Job Descriptions in a current state; works with directors to keep them current
- Stays abreast of HR/operations law changes and assists with implementation of new laws
- Tracks employee reviews completed by Directors/Coordinators

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Reviewed:

Revised:

- Oversees tracking of HR/Operations Federal and State Reports
- Complete unemployment verification and tracking
- Creation of Notice of Assignments and Teacher Contracts
- Creation and issuing of wage statements
- Identifies and drafts wording changes in Employee Handbook
- Create forms based on procedures for use by supervisors such as PIPS, Employee development forms, updated reviews, etc.
- Participates in identifying, creating and implementing agency wide procedures for the smooth and efficient communication and function of the HR and Finance offices.
- Prepares and delivers reports to the Deputy Directors.
- Other duties as assigned.

#### **EDUCATIONAL, TECHNICAL and OTHER REQUIREMENTS**

- High School Diploma or higher
- Minimum 3-5 years of broad-based office environment administrative experience with varied and progressively responsible experience, plus experience in an administrative office handling time-sensitive and confidential information.
- Experience working in teams both as a team member and a team lead
- Experience in project management, or the ability to learn formal project management skills
- Working knowledge of Microsoft Office, plus a variety of other required agency software.
- Must be able to maintain a valid drivers' license and a safe driving record.

#### **SKILLS**

- Human centered leadership skills
- Collaborative working style
- Excellent communication skills with an understanding of roles and responsibilities in a large and distributed organization
- Flexibility and adaptability to changes
- Ability to consistently convey a positive and professional image to co-workers, members, and the general public.
- Strong understanding and commitment to confidentiality and the procedures for confidential information.
- Ability to learn and adopt new working techniques quickly and efficiently.
- High degree of organization and discretion in handling information.

#### **PHYSICAL REQUIREMENTS**

- Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

*This job description does not constitute an employment agreement between the Service Cooperative and employee and is subject to change by the Service Cooperative as the needs and requirements of the position change.*

Created: 11/2024

Reviewed:

Revised: