

**RELIEF NURSERY  
DIRECTOR OF ADMINISTRATION & HUMAN RESOURCES  
JOB DESCRIPTION**

**Position:** Director of Administration & Human Resources

**FTE:** 1.00

**Reports to:** Executive Director

**Evaluated by:** Executive Director

**Responsibilities:** Plans, guides, manages and reviews the activities and operations of the Human Resource/Administrative division of Relief Nursery in accordance with policies set forth by Relief Nursery Board of Directors and Executive Director. Provides complex and responsible administrative support to the Executive Director and to the Board of Directors. Support the staff with any issues, complaints or business related to Relief Nursery. Represents Relief Nursery to the public and other agencies. This position will have supervision responsibilities for other support staff.

**Requirements:**

1. Education & Experience: Bachelor's degree with major course work in business administration, public administration, education administration, social services or a related field. Masters' Degree preferred.
2. Five years of increasingly responsible administrative and managerial experience, including personnel management and payroll. Preferable in a social service or similar agency/field.
3. Or any combination of training and experience which would provide the required knowledge, skills and ability.
4. Broad base of human resource knowledge, organizational, presentation and interpersonal skills.
5. Sound judgement, discretion, flexibility and integrity. Ability to respond to crisis and emergency situations.
6. Strong sense of self and the ability to make strong decisions in a variety of situations.
7. General knowledge of office and accounting practices, procedures, and office equipment.
8. Supervisor skills
9. Dependability and flexibility.
7. Valid driver's license and insurance.

**Knowledge, Skills and Abilities:**

1. Ability to write clearly, concisely, and to effectively communicate both orally and in writing.
2. Must be detail oriented and timely in submitting all reporting requirements.
3. Extensive knowledge of computer programs, Microsoft Office, Quick Books and Outlook. Be able to adapt to new computer technology.
4. Understand and interpret to be able to implement complex Federal, State and Local laws and regulations.
5. Analyze problems, identify alternative solutions and project consequences.

6. Analyze, interpret, summarize and present administrative/human resource information and data to Executive Director and other Management staff.
7. Work closely with the Board of Directors.
8. Positive attitude towards work, initiative, personal balance, ability to adapt and work under pressure.
9. Relate tactfully, confidently, sensitively and non-judgmentally to staff, children, and their families.
10. Track and coordinate complex support activities
11. Problem solve and develops creative approaches
12. Work independently and as a team member.
13. Knowledge of other local social service agencies.
14. Ability to delegate and train others.
15. Supervisory skills
  - a. Instills positive, optimistic attitude in staff.
  - b. Transmits sense of mission to work team.
  - c. Supports staff.
  - d. Monitors individual and team performance.
  - e. Encourages team participation.
  - f. Annually appraises individual performances of program staff.

**Essential Duties and Responsibilities:**

1. Provide timely assistance to management and staff members regarding benefit and human resource questions and issues.
2. Participate in the development of strategic and long-range plans, incorporating Board directives and Relief Nursery's objectives.
3. Serve as staff liaison to management.
4. Recommends policies and procedures for the administration of Relief Nursery. Participates in the establishment of goals and objectives for the agency, then implements goals, objectives and policies as set by the Board of Directors.
5. Ensures that Relief Nursery administrative policies and practices are in compliance with applicable laws and regulations.
6. Maintain employee personnel files to ensure legal compliance, and that they are properly prepared for any inspections at any time during our certification processes.
7. Collect and prepare time cards for payroll. Prepare and run payroll bi-weekly, pay all required payroll taxes on. Ensure all laws of pay equity being observed.
8. Coordinate with the Finance department on all things financial in nature.
9. Prepare and distribute annually W2's and finalize reports to the state and transmit, in a timely manner.
10. Prepare and distribute annually, as required, ACA reporting for each staff member.
11. Oversee and maintain attendance records for staff.
12. Prepare pre-employment hire packets and start the hiring process.
13. Coordinate new hire paperwork and new hire orientation meetings.
14. Hire, discipline, and fire employees legally, when needed, non-judgmentally and confidentially. Be up to date on legal compliance for discipline issues.
15. Conduct background screening for all prospective employees.

16. Conduct Drug Screening for all prospective employees.
17. Maintain proper documentation and check lists for Criminal History Check, CPR, Food Handlers and Driving Record on employees. Collaborate with Training Specialist and ORO Specialist, to ensure employees are up to date on all required certifications and trainings.
18. Coordinate employee benefit eligibility, enrollments, terminations and payments.
19. Prepare employee census information for medical/dental insurance, 403(b) and other reports.
20. Annually perform compliance testing and reporting for our retirement plan (403(b)) through Ascensus and e-file our 5500 form and the 8955-SSA form. Comply with all required notifications.
21. Coordinate with Finance Department yearly 403(b) match.
22. Annually perform compliance testing and reporting for our flexible spending account through PacificSource. Comply with all required notifications.
23. Maintain and keep current I9 verification folder, ready for any inspections.
24. Provide written and verbal employment verifications.
25. Assisting with the creation of employee handbook and policies and procedures.
26. Assist with updating of job descriptions.
27. Open and sort mail daily making sure that it is distributed properly.
28. Prepare deposit weekly from mail for Development and Finance Department.
29. Review and OK monthly billings for Medical, Dental and Flexible Spending Plan. Includes preparing a distribution worksheet for each. Also track any COBRA employees.
30. Manage unemployment by answering all requests for information. Work closely with Directors in case of layoffs to have best possible fiscal outcome.
31. Annually renew Minor Employment Certificate.
32. Annually renew Liability Insurance, completing all required documents in a timely manner to the insurance company. Keep insurance updated, and order COI for all contracts.
33. Coordinating and setting up meetings or trainings as directed.
34. Coordinate and manage Worker's Comp claims. Prepare for yearly SAIF, worker's compensation audit, with Finance department. Be contact for audit process.
35. Serve as "Record Custodian" for Relief Nursery, as such, prepare all subpoenas for delivery to Department of Justice.
36. Serve as liaison to IT. Secure e-mails for all new employees
37. Assist with providing research for policies, strategic planning, training and other human resource related issues.
38. Provide compliance in all areas of human resources.
39. Attend trainings as needed to stay in compliance and keep informed of new laws and changes in law.
40. Assists staff in difficult and crisis/emergency situations.
41. Understand and be able to apply all relevant leaves (FMLA, OFLA, ADA and Accommodations)
42. Understand and be able to implement all relevant laws concerning equity, inclusion and harassment.
43. Assist in preparation of special events such as staff holiday party, Board of Directors monthly meeting and other Relief Nursery events or gathering.

44. Coordinate staff appreciation (years of service, raffles, staff retreat, etc.).
45. Assist the Facilities Coordinator with facilitation of the Safety Committee to ensure safety of Relief Nursery staff and families and maintain a safe work environment. File yearly "Survey of Occupational Injuries & Illnesses" for the Department of Labor.
46. Assist Facilities Coordinator to ensure inspections required for annual certification have been completed.
47. Supervise both sites Front Desk Receptionist, be able to find suitable coverage for absences.
48. Supervise Facilities Coordinator to ensure that the building is maintained and kept running in an appropriate manner, including all systems under Facilities Manager job description (Cleaning staff, gardening, phones, business machines, etc.)
49. Maintain Relief Nursery phone message system.
50. Coordinate a wellness plan for employees using a variety of resources.
51. Other duties as assigned or deemed necessary.

### **Personnel Development and Supervision:**

1. Inform the Executive Director and the Program Director of staff achievements, issues and/or concerns.
2. Hires, assigns, discharges, or disciplines employees, or recommends such actions; provides staff orientation and evaluates staff training needs.
3. Provides on-going training for supervised staff after initial placement in positions.
4. Performs annual reviews on supervised staff
5. Maintains budget for assigned program areas.
6. Assists assigned staff with difficult and crisis situations.

Relief Nursery offers paid medical and dental after 60 days, generous vacation, sick, personal leave and 403b benefit package for all full time employees (30 hours or more/week).

Pre-employment DMV check, drug screen and criminal background check required. Closing date: will remain open until filled. Send resume and cover letter to: Relief Nursery, Attn: Dani Smith, 1720 W.25th Ave. Eugene, Oregon. 97405.

**Relief Nursery is an Equal Opportunity Employer**