

**VALDOSTA-LOWNDES COUNTY RECREATION AUTHORITY  
JOB DESCRIPTION, AUGUST 2013**

**JOB TITLE: HUMAN RESOURCES INTERN  
ADMINISTRATION DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under direct supervision, assists the Human Resource Director with providing administrative and secretarial support to the Executive Director and Board of the Valdosta-Lowndes County Parks & Recreation Authority. Reports to the Human Resource Director.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Assists with effective implementation of human resource programs.

Assists in the development and delivery of staff training materials.

Assists with the maintenance of employees' personnel files and other confidential files.

Assists with the proper administration of personnel payroll functions including salary changes, wage assessments, etc.

Assists staff in accurately interpreting applicable policies and procedures.

Assists with all recruitment processes.

Assists with development or revision of job descriptions when necessary.

Assists with the processing of adverse actions, grievances, and other employee relation matters.

Follows strictly established procedures related to confidentiality of data.

Assists with administration and communication of employee benefits.

Researches, organizes, documents, and completes special projects assigned by Human Resource Director.

Gathers appropriate statistics, which reflect personnel activity and prepared reports on such data.

Performs general clerical duties, including but not limited to ordering supplies, answering the telephone, copying and filing documents, sending and receiving faxes, typing correspondence and reports, etc.

Operates a variety of office equipment such as a computer, printer, typewriter, calculator, copier, fax machine, telephone, etc.

**ADDITIONAL JOB FUNCTIONS**

Performs other duties as required.

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### MINIMUM TRAINING AND EXPERIENCE

Requires current enrollment in a Bachelors degree program. Preference will be given to applicants with a Bachelors degree and current enrollment in a collegiate studies program at a post graduate level. Students pursuing an Industrial/Organizational Psychology or Human Resource Management degree greatly preferred. Must possess a valid Georgia State Drivers license and have reliable transportation. Successful applicant will display a positive attitude and professional manner.

### MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Tasks involve the ability to exert light physical effort in sedentary to light work, which involves the lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 10 pounds). Tasks may involve extended periods of time at a keyboard.

**Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to subordinates and receiving assignments and/or direction from supervisor.

**Language Ability:** Requires ability to read a variety of policy and procedure manuals, financial documents, equipment manuals, computer manuals, insurance documentation, etc. Requires the ability to prepare reports, records, correspondence, minutes, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to apply influence systems in providing staff supervision; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to teach employees. Must be able to communicate effectively and efficiently with persons of various ages, educational and cultural backgrounds.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes using office machinery.

**Manual Dexterity:** Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, tools, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

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**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines.

**Physical Communications:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

## PERFORMANCE INDICATORS

**Knowledge of Job:** Has thorough knowledge of the methods, policies, and procedures of the Authority and the Administration Department as they pertain to the performance of duties of the Human Resources Intern. Has knowledge of pertinent Federal, State, and local laws, regulations, codes, ordinances, and guidelines; agency policies and procedures; supervisory principles and techniques; proper record-keeping, report preparation, and filing systems and methods; English usage, punctuation, vocabulary, spelling, and grammar; modern office practices and technology, including the use of computers for word and data processing; forms, documents, policies and procedures of the Recreation Commission; operation and basic maintenance of office equipment; methods of budget preparation and administration; basic business arithmetic. Is skilled in using computers and a variety of computer programs for administrative record-keeping, data management, and reporting; safely operating basic office equipment; recording, transcribing, and preparing meeting minutes with accuracy. Is able to interpret and apply pertinent laws, regulations, codes, ordinances, policies, and procedures; supervise and evaluate the work of others; plan, coordinate, and/or facilitate meetings and related projects; provide efficient and effective administrative support to the Executive Director and Board members; perform a variety of administrative and clerical work involving independent judgment; organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction; learn and utilize new skills and information to improve job performance and efficiency; assist with budget preparation; communicate effectively both orally and in writing; read and interpret complex materials pertaining to the responsibilities of the job; prepare, review and present reports and other documents and communications in a clear and concise manner; establish and maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation; perform required calculations with accuracy; transcribe and type accurately at speeds necessary for successful job performance; organize and maintain agency records and documents.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and

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alternatives before exercising judgment.

**Cooperation**: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

**Relationships with Others**: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work**: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping**: Adheres to all established safety and housekeeping standards.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**