

HUMAN RESOURCES DEPARTMENT  
**JOB DESCRIPTION**

Job Title:  
Job Family:

**Chief of Staff  
Cabinet**

FLSA Status: **Exempt**  
Pay Range: **Schedule F-Grade A**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks
Support Poudre School District Leadership in the definition and attainment of organizational initiatives and goals in support of district priorities from original concept through final implementation and assessment. Supports execution of initiatives aligned with district priorities and strategic initiatives as defined by the Superintendent, the Cabinet team, and Board of Education.
Oversee and lead the operations and activities of the Human Resources department, which include but are not limited to recruitment and hiring, evaluation, employment law compliance, negotiations, employee relations and support, compensation and job classification, benefits administration, records and risk management, and diversity, equity, and inclusion.
Oversee and lead the operations and activities of the Communications department, which include but are not limited to public relations; strategic communications; marketing and awareness activities to



Serve as a liaison between multiple PSD departments and PSD schools in service of process or project-oriented work.



**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- x Operating knowledge of and experience with personal computers and peripherals.
- x Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages.
- x Operating knowledge of and experience with standard office equipment.

**REPORTING RELATIONSHIPS &**



Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute			X	
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			