



DOUGLAS SCHOOL DISTRICT

PERSONNEL MANAGER

Douglas School District

Function:

- Maintains personnel department pertaining to employment, training, records, reports, support, etc. of all district employees.

Qualifications:

- High School diploma and continuing education courses in Office Education and Human Resource Management
- At least two years successful secretarial experience
- Above average skills in typing and office organization
- Above average computer skills
- Excellent communication skills
- Maintain confidentiality
- Ability to assume responsibility without direct supervision.

APPLICATION DEADLINE: Open Until Filled. Those interested in the above position should fill out an application on the Douglas School District website - **dsdk12.net**.

Equal Opportunity Employer

For other job openings, please check the Douglas School District website: **www.dsdk12.net**.