

Hobbs Municipal Schools Job Description

Position: Benefits Representative
Insurance, Retirement, Worker's Compensation, Substitute Teachers

Supervisor: Assistant Superintendent for Personnel

General Job Description: The Benefits Representative will be knowledgeable in all areas of employee benefits offered by the district, including insurance, worker's compensation, retirement, substitute teachers and other information necessary to meet requirements of the Hobbs Schools.

Qualifications:

1. High School Diploma
2. Three years prior accounting experience.
3. A genuine willingness to accept other jobs/responsibilities as deemed necessary by the supervisor or the Board.
4. Experience as a Secretary or equivalent work.
5. Demonstrated knowledge of basic office procedures, current technology, typing, keyboarding, and 10-key calculator.
6. Knowledge of insurance benefits preferred.

Essential Duties and Responsibilities:

1. Demonstrate ethical behavior.
2. Engage in self-development.
3. Serve as a role model.
4. Follow district policies and administrative rules and regulations.
5. Maintain behavior appropriate to performing and accomplishing assigned duties.
6. Know what to do to successfully complete assigned work.
7. Project an over-all concern for personal appearance as it relates to job performance.
8. Contribute to the welfare and effectiveness of the Central Office by adhering to high ethical standards of performance and interpersonal relationships.
9. Work cooperatively with colleagues, supervisors, and administrators.
10. Provide assistance to parents, students, and community members as necessary in a courteous and positive way that facilitates their needs.
11. Provide information concerning cafeteria plan, insurance and other employee benefits to Hobbs School's faculty and staff.
12. Assist with all insurance open enrollments as required.
13. File worker's compensation reports as required by the State of New Mexico.
14. Handle a heavy volume of phone calls competently and cheerfully.
15. Be able to work under pressure and constant interruptions.
16. General knowledge of New Mexico State laws and requirements as they pertain to worker's compensation.
17. Act as contact person for potential Substitute teacher applicants and those who are working as substitutes for Hobbs Municipal Schools.
18. Schedule all training and process all paperwork, including licensure, for Substitute teachers.
19. Manage the Substitute calling machine.
20. Maintain confidentiality in all aspects of job duties including employee benefits, vacation and employee absences.
21. Complete other tasks as may be deemed appropriate and necessary by the immediate supervisor and/or the Superintendent.

Additional Duties and Responsibilities:

1. Assist with monthly billings for employee insurance coverages.
2. Attend meetings to obtain current information pertaining to employee benefits.

3. Coordinate and assist with insurance open enrollment meetings, in-service meetings, and procedures.
4. Establish and maintain contact with all school employees regarding benefits.
5. Process all letters and inquiries pertaining to employee benefits.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Must be alert and able to meet deadlines. Occasional after hour work may be required. Must be able to work under stressful conditions. Must be able to work well with the public for long periods of time.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required

Safety and Health Requirements:

Bloodborne Pathogens Standard Training

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology. Computer, typewriter, calculator, keyboard, telephone, and other equipment appropriate for this position.

Terms of Employment:

Salary and work year to be established by the Board.