

NOTICE

Holland ISD is accepting applications for a Human Resources/Payroll Specialists.

The deadline for submitting applications is:
until filled

Current staff interested in this position should contact Shane Downing

Outside applicants must complete the Professional Application and the Criminal Background Check form which can be found on our webpage www.hollandisd.org or pick up the paperwork in the Administration Office.

Qualifications are:

- 1. Ability to implement policy and procedures and to manage the budget and personnel**
- 2. Knowledge and oversight of wage and salary, benefits and applicable laws**
- 3. Support employee's with certification, training, and insurance needs**
- 4. Knowledge of school, state and federal employment laws**
- 5. Strong management communication, public relations, and interpersonal skills with substitutes, employee groups, administrators, and patrons.**
- 6. Ability to use software to develop spreadsheets, perform data analysis, and do word processing to complete state and federal quarterly and annual reports, upload payroll, and complete monthly payroll duties**

Contact Loie Samford at 254-657-0175 or lsamford@hollandisd.org, if you have any questions.