



# Lansing Unified School District 469

200 East Mary Street  
Lansing, Kansas 66043  
913-727-1100  
www.usd469.net

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**Job Title:** Director of Benefits and Payroll

**Reports to:** Superintendent

**Purposes and Objectives of the Position:**

The Director of Benefits provides expertise and insight to the district on our employee benefit program. The Director of Benefits administers and coordinates daily operations of the employee benefit program, vendor relationships, and makes recommendations for enhancement and/or changes to employee benefit package based on cost, employee preferences, system capabilities, and strategic direction.

**Qualifications:**

- Bachelor's degree in related field or five years of training and experience in benefit administration
- Thorough knowledge of employee benefits including but not limited to health, dental, life, and deferred compensation.
- Demonstrated knowledge of state and federal laws such as COBRA, HIPPA, Family Medical Leave Act and other applicable regulations related to health insurance.
- Minimum three years successful experience working with spreadsheets and word processing software.

**Duties and Requirements:**

- Oversees the day-to-day administration of the employee benefits program.
- Administers the annual Employee Benefits Enrollment process.
- Counsels with employees and various employee groups regarding the intricacies of health insurance and other related benefits, as well as changes in status Section 125 laws.
- Oversees all aspects of payroll and compliance with state and federal payroll law.
- Ensures that timely and accurate input is maintained to comply with payroll deadlines.
- Resolves concerns with medical, dental, life, vision, and disability carriers.
- Oversees the automated system to track and manage employee requests and/or issues related to employee benefits in a timely manner.
- Meet with the superintendent yearly for an annual evaluation.
- Prepares monthly Director of Benefits Report for BOE to be shared via Board Docs during each regular board meeting.
- Perform other related duties as assigned.

*The district reserves the right to modify job duties or job descriptions at any time.*

**USD 469 Board of Education Policies**

**Knowledge, Skills, and Abilities Required:**

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.