

**HUMAN RESOURCES DIRECTOR**

**DEFINITION:**

To plan, organize, manage, supervise and direct the activities and operations of the City's Human Resources Department including labor relations, workers' compensation, recruitment and selection, classification and compensation, training and development, benefits administration and organizational development; coordinate assigned activities with other City departments and outside agencies; provide advice, counsel and assistance to management and City employees; provide highly responsible and complex administrative support to the City Manager; act as a member of the City's management team; perform related duties as required.

**DUTIES AND RESPONSIBILITIES:** The duties and responsibilities listed below are illustrative only and are not meant to be an exhaustive list of all of the duties and responsibilities of the classification.

Develops, plans and implements human resource goals and objectives; develops, implements and administers the City's personnel policies and procedures.

Organizes department resources in accordance with established goals and objectives; evaluates service delivery alternatives and make adjustments as deemed appropriate.

Coordinates department activities with those of other City departments as well as outside agencies and organizations; provides staff assistance to the City Manager and City Council; prepares and present staff reports and other necessary correspondence.

Directs, oversees, and participates in the development of the Department's work plan; assigns work activities, projects and programs; monitors work flow; review and evaluate work products, methods and procedures.

Supervises and participates in the development and administration of the Human Resources Department budget; directs the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approve expenditures; implements mid-year adjustments.

Advises, counsel and assist operating departments and employees on matters pertaining to City personnel policies and practices.

Performs professional and technical duties related to classification, compensation, recruitment, staff development and benefit administration; prepares related documentation including draft contracts, advertising, job descriptions and training outlines.

Selects, trains, motivates, and evaluates assigned staff; provides or coordinate staff training; works with assigned employees to correct deficiencies; implements discipline and termination procedures.

Represents the City to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.

Provides professional, technical and administrative support to the City Manager/Assistant City

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Manager; prepares staff reports and implement projects, as assigned.

Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary; provides periodic reports on Department activities to City Manager/Assistant City Manager and City Council; attends Council and other meeting as required.

### **QUALIFICATIONS:**

**Knowledge of** principles and practices of public personnel administration including classification, compensation, recruitment and recruitment, labor and employer/employee relations, workers compensation; employee benefits, training and organizational development; applicable local, State and Federal laws, rules and regulations; e.g., EEO, ADA, FLSA, etc.; organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs; principles and practices of a municipal organization, administration and public personnel management; principles of supervision, training and performance evaluation; principles and practices of municipal budgeting; operation of personal computers and associated hardware and software; the English language including, spelling, punctuation and grammar; effective methods of communication both verbal and written.

**Ability to:** plan, organize, direct and control department administration and operations; develop and implement City-wide personnel policies and procedures; gain cooperation through discussion and persuasion; demonstrate tact and diplomacy with the public; prepare and administer a department budget; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; interpret and apply City policies, procedures, rules and regulations; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; operate a variety of office machines including copier, fax and personal computer.

### **Education/Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### **Education:**

Requires a Bachelor's degree from an accredited college or university with major course work in human resources, personnel management, public administration or a related field.

#### **Experience:**

Five years of increasingly responsible professional experience in public personnel management including two years of administrative supervisory responsibility.

### **SPECIAL REQUIREMENTS:**

Work is primarily performed in a standard office environment utilizing computer equipment. Incumbent participates in a variety of meetings on a regular frequently requiring the incumbent to lead discussions. Must be able to read small type, numbers and computer monitors, perform data entry, speak clearly and loudly enough in order to be understood in private as well as public settings.