

Job Title: Human Resources Director

Department: Human Resources

Reports to: Town Manager

FSLA: Exempt, Salary

Class Summary:

Performs highly responsible executive work in planning, organizing and directing the Town's human resources.

Responsibilities:

Develops and implements human resource and risk management policies and programs such as employee recruitment, selection, retention, position classification, compensation and benefits administration, employee relations, employee orientation, development and training.

Acts as Public Information Officer in regards to employee matters.

Serves as resource for department heads and employees through personal interaction. Coordinates and assists departments with employee evaluations.

Maintains secure personnel files and training records, including electronic data. Responds to public information requests regarding personnel matters.

Serves as a mediator in employee grievance issues.

Serves as Town's Safety Officer and provides safety training for employees through departmental coordination.

Helps develop and control Town website content and monthly newsletters.

Prepares the departmental budget request. Supervises departmental personnel.

Other duties as assigned.

Knowledge and Skills:

Ability to use judgment and to apply selected policies, procedures, and regulations in maintaining and processing personnel transactions.

Knowledge of health and safety programs.

Ability to request competitive annual benefit package offers from benefit providers and coordinate annual enrollment.

Knowledge of employment law and ability to stay current on new laws and policies.

Experience and Education Requirements:

Position requires a Bachelor's degree from an accredited college or university in human resources, public administration, business administration, or closely related field, supplemented by five (5) or more years of relevant experience and training. An equivalent combination of education, training, and experience may be considered. Previous governmental experience is preferred.

Physical Requirements/ Working Conditions:

Typically requires fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, punch, pull or otherwise move objects, including the human body. Work involves sitting most of the time.

This job description does not create an employment contract, implied or otherwise.