



Job Title: Human Resources Director	FLSA: Exempt Salary
Department: Human Resources	Reports to: Town Manager
Pay Level: M-1	Pay: 56,591.00/year

Position Overview: Performs highly responsible executive work in planning, organizing and directing the Town’s Human Resources.

Essential Job Functions

- Develop 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.
- Serve as a mediator in employee grievance issues.
- Serve as Town’s Safety Officer and provides safety training for employees through departmental coordination.
- Helps develop and control Town’s website content and monthly newsletters.
- Prepares the departmental budget request. Supervises departmental personnel.
- Other duties as assigned.

Requirements

- Bachelor’s degree from an accredited college or university in human resources, public administration, business administration or closely related fields.
- 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.

Other Skills/Abilities

- 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.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.