

JOB DESCRIPTION

Human Resources Director

MINIMUM QUALIFICATIONS:

Education and Experience:

Minimum of a Bachelor's degree from an accredited college or university with a major in Human Resources, Business Administration or Management, Industrial or Organizational Management or Psychology, Public Administration or similar field required. Minimum of 5 years of progressive Human Resource experience at a management or division level, in an organization of 50 or more employees.

Required Licenses or Certifications:

PHR / SPHR preferred.

Valid Driver's license.

Required Knowledge of:

- Principles and practices of public and personnel administration, to include classification and compensation systems, employee grievance programs, employee development programs.
- Relevant state and federal laws, rules, and regulations, standards, policies and procedures for the administration of human resources management.
- Principles and practices for employee administration, per Personnel Policies and Procedures, and Town administrative policies.
- Current trends and developments in public-sector personnel / human resources management; application of computer-based resources to facilitate and optimize departmental activities.

Required Ability to:

- Communicate effectively both verbally and in writing.
- Read, interpret, communicate and apply policies, legislation, rules and procedures.
- Prioritize human resource needs throughout the organization and act as a resource to employees and management staff.
- Identify personnel/human resource needs and develop programs to maximize employee development.
- Ability to set goals and objectives and to create appropriate processes for their achievement, with a particular emphasis on the coordination of multiple and diverse activities that apply principles and practices of human resources management.
- Utilize problem solving skills and have a tolerance for ambiguity.
- Develop teams and focus on broader issues and implications.
- Evaluate facts and evidence, drawing logical conclusions, and making proper recommendations.
- Maintain composure and work effectively under stressful conditions.

Physical Demands / Work Environment:

Work is performed in a traditional office environment. May be required to perform a full range of motion with lifting and / or carrying supplies, materials, equipment and/or items weighing up to 20 pounds. Vision requirements include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

| Classification | Adopted | Revised | Retitled | Class Code / Range | FLS Designation | Step |
|-------------------|---------|---------|----------|--------------------|-----------------|------|
| Created | | | | 35 | Exempt | |
| Revised 3.14.2015 | | | | 35 | Exempt | |
| Revised | | 1/2016 | | 35 | Exempt | |

APPROVED: _____

DATE: _____