

**JOB DESCRIPTION
CITY OF BOAZ, ALABAMA**

JOB TITLE: PERSONNEL DIRECTOR/DIRECTOR OF ECONOMIC DEVELOPMENT

CODE: 100

(Amended by Council 04/10/2017)

JOB DEFINITION

This position consists of highly responsible administrative work in directing and coordinating the personnel ~~and economic development~~ program of the city. Responsibility includes the development, implementation, and administration of all City personnel programs including recruitment, selection, placement, position classification and pay and benefit activities, employee relations and training and safety programs. In addition, the Director is responsible for developing, coordinating and implementing the budget and appropriations for personnel costs for all City departments. ~~Position is responsible for facilitating and promoting economic development. Duties include; negotiate and monitor community empowerment; transfer initiatives and monitor opportunities for economic development; facilitate and monitor community projects. Provide representation for the city.~~ Work is performed under the general supervision of the Mayor with assignments reviewed for results and general conformance with the City administration policies, and through discussions and analysis of recommendations and reports. This position is classified as **EXEMPT**.

ESSENTIAL FUNCTIONS

- < Conduct personnel recruitment and training including written, oral, and performance examinations and materials.
- < Establish position classifications; prepare and revise class specifications; post notice of vacancies. Create and maintain personnel folders.
- < Devise methods for improving quality and efficiency of personnel activities; evaluate and devise needed improvements in the utilization of human resources.
- < Process insurance claims and assess liability; administer employee health, dental, life and workmen's compensation programs.
- < Investigate problems incident to re-allocation of personnel, working conditions, disciplinary actions, and employee complaints, and recommend appropriate action.
- < Interpret personnel policies to departmental officials and employees.
- < Conduct periodic pay surveys and recommend appropriate revisions to the pay plan; verify timecards and retirement reports and leave records including annual and sick leave balances.
- < Administer payroll to include approving timecards for subordinates; certify payroll checks; and transfer necessary funds to payroll accounts.
- < Prepare budget for and develop personnel costs for all departments.
- < Maintain and monitor the personnel records and complete job performance evaluations on all subordinate personnel.
- < Direct the establishment, implementation, and maintenance of the benefit functions, insurance and Employee Services.
- < Make employee and occupational adjustments as required; approve all status and payroll changes.
- < Administer the Drug Free Workplace program; all employment laws including ADA and FMLA requirements; and EEOC requirements.
- < Direct the City's human resources efforts; responsible for the overall results obtained; plan, organize and monitor conformance with policies and personnel laws.
- < Participate in community engagement functions as assigned by supervisor.
- < Any other duties assigned.
- < ~~Recommend and report as necessary to the Mayor and City Council; attend Council meetings as required; and attend meetings representing the Mayor.~~
- < ~~Facilitate community development planning in order to identify and establish development.~~
- < ~~Establish community transfer and empowerment initiatives in order to ensure the transfer of powers responsibilities is beneficial to the community.~~
- < ~~Secure funding for community development activities and programs in order to ensure the community has the necessary resources for development.~~
- < ~~Plan for and conduct industrial, commercial and retail development.~~

< ~~Provide support to Mayor and Council to ensure they can make effective decisions.~~

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KNOWLEDGE, SKILLS, AND ABILITIES

- < Thorough knowledge of the principles of modern personnel management, employee relations, and applicable employment and Equal Employment Opportunity laws and rulings.
- < Thorough knowledge of fundamental principles and practices of personnel administration including classification, selection, compensation, examination, and personnel transactions.
- < Considerable knowledge of the administration of city governmental functions, organizations.
- < Considerable knowledge of the practices, terminology, and requirements of a wide variety of occupations.
- < Considerable knowledge of modern office practices and procedures.
- < Considerable knowledge of statistics and mathematics for calculations and projections of personnel actions and activities.
- < Ability to plan, assign, and coordinate the activities of assigned personnel.
- < Ability to direct examination and training activities and to assist in the development of long-range plans for effective administration of the City's personnel programs.
- < Ability to communicate clearly and concisely, orally and in writing.
- < Ability to establish and maintain effective working relationships with elected officials, departmental heads, employees, governmental agencies, and the general public.
- < ~~Considerable knowledge in community planning and development.~~
- < ~~Considerable knowledge in community transfer programs.~~
- < ~~Working knowledge of economic development principles.~~
- < ~~Skilled in effective negotiation and mediation skills.~~
- < ~~Ability to analyze local, regional, and territorial development potential and opportunities.~~
- < ~~Ability to develop and analyze community development plans.~~

QUALIFICATIONS

Any combination of experience and training equivalent to thorough knowledge of personnel management, ~~economic development management, project management, business management,~~ including experience in a responsible technical capacity, preferably in a governmental unit. Must complete 2 years of OJT before personnel certification. Additional training in public relations, and grant writing is preferred. ~~Willingness to travel to represent the city in economic development opportunities and recruitment.~~

NECESSARY SPECIAL REQUIREMENTS

- < Incumbent is required to meet all requirements for Public Personnel Director Certification.
- < Graduation from an accredited college with major field of study in Human Resource Management, public administration, or a related field of study.
- < Must pass the required physical examination after position is offered.

