



DRIPPING SPRINGS  
Texas

## **HUMAN RESOURCES DIRECTOR FULL-TIME EXEMPT**

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### **A. GENERAL PURPOSE**

Under direction of the City Administrator, the Human Resources Director directs, manages, supervises and coordinates the activities and operations of the Human Resources department including recruitment, retention, employment services, personnel issues, compensation and benefits, customer service, training, succession planning, safety, workers' compensation, organization and policy development, and payroll support. The Human Resources Director will have the opportunity to identify critical issues and priorities and set strategic priorities for the department. The role involves administering human resources policies, procedures, and programs, ensuring compliance with relevant laws and regulations, and supporting the overall mission and goals of the City. This position serves as a strategic partner with leadership and employees to support high performance in City departments and achieve organizational goals while mitigating employment-related liability for the organization.

### **B. ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Advises department heads and supervisors on local, state, and federal policies regarding equal employment opportunities, compensation, and employee benefits.
2. Ensures the organization's compliance with federal, state, and local employment laws and regulations, and best practices.
3. Coordinates Human Resources department activities with other departments and agencies as needed.
4. Helps develop and implement personnel policies and procedures. Recommends and implements changes in personnel policies and procedures.
5. Oversees the employee performance and evaluation program.
6. Administers the employee benefits program.
7. Conducts new hire employee orientation sessions, creates, updates, and maintains onboarding and offboarding documentation.

8. Assists with the preparation and revision of job descriptions for proposed and budgeted positions, posts jobs on city and other websites.
9. Provides guidance on employee retention and succession planning.
10. Oversees salary surveying including gathering, analyzing, and applying compensation data to identify gaps or discrepancies. Ensures compliance with legal requirements and internal equity standards and ensures the city remains competitive in the job market.
11. Facilitates and documents employee and management training, and certification activities; coordinates training/development conducted by others. Works with People and Communications Director on employee professional growth programs to improve team functional and/or individual performance as it relates to engagement and creating a supportive environment.
12. Assists People and Communications Director with development and oversight of employee engagement, recognition, and wellness programs.
13. Provides support for personnel related issues and counseling, including receiving grievances and complaints, and works with employees and management to resolve them.
14. Provides professional advice to the city officials; makes presentations to councils, boards, and commissions.
15. Communicates official plans, policies, and procedures to staff.
16. Oversees the creation, analysis, maintenance, and communication of required Human Resources records.
17. Attends staff meetings and briefings with department heads.
18. Prepares a variety of studies, reports, and related information for decision-making purposes.
19. Prepares and administers the budget of the Human Resources department.
20. Works with outside Human Resources Consultants as needed.
21. Travels to various destinations in and out of the City.
22. Performs other tasks as assigned by City Administrator and Deputy City Administrators.

### **C. EDUCATION & EXPERIENCE**

Must possess a Bachelor's degree in Human Resources or a closely related field or professional certification (PHR, SPHR, SHRM-CP, GPHR, CCP, CEBS, CPLP, CERL, or equivalent). Must have at least four (4) years of increasingly responsible work in generalist human resources work with broad knowledge of benefits administration, recruitment and employee selection, compensation and employee relations or any equivalent combination of education, training and

experience. Experience in municipal or related government work preferred.

**D. NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES**

1. Able to use tools and equipment listed below.
2. Ability to establish and maintain effective working relationships with employees, City Officials, and general public.
3. Strong analytical and problem-solving skills.
4. Strong supervisory and leadership skills to lead and motivate teams, drive City initiatives, and foster a positive and inclusive work environment.
5. Ability to communicate effectively orally and in writing.
6. Typing, filing and sorting, postings of documents.
7. Skill, tact, and diplomacy as liaison between Mayor, City Council, staff, State and County officials, and general public.
8. Maintain confidentiality.

**E. TOOLS AND EQUIPMENT USED**

Personal computer, including word processing and spreadsheet software; 10-key calculator; phone; and copy machine.

**F. SPECIAL REQUIREMENTS**

1. A valid state driver's license.
2. While performing the duties of this job, the employee is required to sit for extended periods of time and communicate orally with others. The employee is occasionally required to move around City Hall and around different sites within the City.

**G. WORK HOURS**

Core work hours are between 8:00 am and 5:00 pm, including one hour for lunch, Monday through Friday, except holidays as determined by the City Holiday Calendar. Non-traditional work hours may be required and shall be coordinated with the City Administrator or Deputy City Administrators. This is a full-time exempt position and eligible for compensatory time off as described in the DRIPPING SPRINGS PERSONNEL MANUAL. Any compensatory time performed must be preapproved by the direct supervisor.

**H. SALARY**

Pay range is \$100,000 to \$120,000 annually. Salary is commensurate with the position. Pay days

Human Resources Director

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will be the days as listed in the current CITY OF DRIPPING SPRINGS PERSONNEL MANUAL.

## **I. BENEFITS**

Benefits shall be in accordance with those outlined in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL, as may be modified by the employee's offer letter and subsequent revisions to the Manual.

## **J. EQUAL OPPORTUNITY EMPLOYER**

The City's employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, handicap, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership, or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. To discuss an accommodation, please contact the Human Resource Director or City Administrator at (512) 858-4725.

***Please note:** This Position Description is not a contract, and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Position Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.*