

JOB TITLE: Human Resources Director

DEPARTMENT: Human Resources

SUPERVISOR: City Manager

SUMMARY: Performs intermediate professional and administrative work planning, organizing and directing the overall City personnel program; does related work as required. Implementation and operation of various software related to the services offered by the City of Jonesboro.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Coordinating and assisting with City-wide personnel functions; preparing and maintaining personnel files and records; coordinating insurance and benefit programs; coordinating advertising, recruiting, testing; payroll.

Organizes and coordinates the city personnel management programs including classification of any pay, employee relations, affirmative action, recruitment and selection, training and development, performance appraisal, payroll and benefit administration.

Prepares job advertisements; Maintains files and processes reports regarding Worker's Compensation. Administers drug screening program; Provides employee and supervisory counseling. Develops, interprets, implements and enforces city-wide personnel policies and procedures. Evaluates insurance policies and administers benefits program, open enrollment.

Assists the City Manager, department supervisors and employees on personnel related matters. Assists in the preparation of the city operating budget, reviews and verifies salary projections and anticipated personnel actions; Conducts classification and pay studies.

Oversee the processing and maintenance of personnel records and files. Risk management related to property and injury claims. Performs related tasks as required.

GENERAL QUALIFICATIONS: General knowledge of, practices, principles, legal principles, federal laws and guidelines as they relate to public personnel administration; general knowledge of the methods and practices of classification and pay, testing, selection and affirmative action; general knowledge of governmental organization and administration; thorough knowledge of the City personnel and related policies; ability to present ideas effectively, either orally or in written form; ability to establish and maintain effective relationships with City officials, supervisors, employees and the general public.

MINIMUM EXPERIENCE: Any combination of education and experience equivalent to graduation from an accredited college with major course work in personnel management or related field or 5+ years' experience in business administration and resource management.