

City of Lake City, FL

Classification Description

Classification Title: DIRECTOR OF RESOURCES DIRECTOR
Department: HUMAN RESOURCES

Pay Grade: ~~16~~—19
FLSA Status: Exempt

General Description

This is highly responsible managerial and administrative work directing all human resources activities, retirement plans, and benefits. Work is performed under the direction of the City Manager. Director of Human Resources reports to the City Manager.

Nature of Work

Essential Functions:

- Administers various human resources plans and procedures for the City personnel.
- Develops, recommends, maintains and implements the personnel policies and procedures for the City and communicates changes in the policies and procedures to insure proper compliance is followed.
- Responsible for insuring the City follows Federal and State legislation regarding employment.
- Develops and administers an effective recruitment program for all exempt and non-exempt personnel including conducting interviews and background and reference verifications.
- Implements and annually updates the compensation programs which includes conducting wage and salary surveys; administers the classification program, which includes classifying and reclassifying positions, and writing or rewriting job descriptions as necessary.
- Develops and conducts an orientation program for new employees.
- Conducts exit interviews to determine reasons behind separation.
- Formulates recommendations to enhance or solve any administrative, organizational or operational problems that would hinder effective and efficient operations.
- Participates in the budget preparation process.
- Provides employment information pertaining to legal matters.
- Represents the City for any unemployment claims.
- Responds to employee relation issues such as employee complaints and grievances, harassment allegations, and civil rights complaints.
- Responsible for developing and processing employee performance reviews.

HUMAN RESOURCES DIRECTOR

- Develops long-range goals and programs for the department.
- Evaluates reports, decisions, and results of department in relation to established goals. Recommends new approaches, policies and procedures to effect continual improvements in the efficiency of the department and services performed.
- Establishes and maintains effective working relationships with public officials, department supervisors, representatives of other organizations and the general public.
- Assesses municipal problems and proposed policies in terms of their financial and administrative impacts to the City.
- Coordinates and administers employee recognition programs, training activities and other City events.
- Administers the benefit programs for the City including medical, dental, vision and life insurance, the retirement plans, educational assistance program, health and fitness incentive program, deferred compensation plan, salary increases and leave benefits.
- Serves as the contact to the benefit providers to resolve related problems and ensure effective utilization of the plan and positive employee relations.
- Develops the organizational structure for the City personnel and recommends any modifications to the City Manager.
- Supervises the staff of the Human Resources Department.
- Establishes and maintains all personnel records.
- Communicates clearly and concisely orally and in writing.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: Uses small office equipment, including copy machines or multi-line telephone systems. Uses computers for word processing and/or accounting purposes.

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job includes:

- Knowledge of governmental operations, management principles, personnel practices and budgetary practices; Federal, State and local laws, rules and regulations as they apply to municipal governments;
- Knowledge of FMLA, FLSA, Affirmative Action, collective bargaining, and other human resources laws and practices;
- Ability to solve management problems;
- Ability to motivate employees;
- Ability to organize and prioritize assignments;
- Ability to deal effectively with difficult situations and individuals;
- Ability to communicate effectively both orally and in writing;
- Ability to make effective public presentations;
- Ability to analyze complex situations and determine the important factors and make good recommendations;
- Skill in interpersonal relationships and management principles;
- Skill in time management and public speaking;
- Skill in conducting meetings; and
- Knowledge of benefits and retirement programs related to State and Municipal Government.

Minimum Qualifications: Graduation from an accredited four-year college or university with a Bachelor's Degree in Business Administration, Public Administration or any equivalent combination of education, and experience that provides the necessary experience and skills for this position. A minimum of five (5) years of supervisory experience. Considerable experience in progressively responsible human resource/management position in municipal government is preferred.

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing

Environmental Conditions:

- Works inside in an office environment

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Print Name

Signature

Date