



JOB DESCRIPTION

Director of Human Resources

REPORTS TO

Partners and Vice President

SUMMARY

The Human Resources Director is directly responsible for the overall administration, coordination, and evaluation of the human resources function.

JOB DUTIES

- Annually reviews and makes recommendations to executive management for improvement of the company's policies, procedures and practices on personnel matters.
- Maintains knowledge of industry trends and employment legislation and ensures company's compliance
- Maintains responsibility for company compliance with federal and state legislation pertaining to all personnel matters
- Communicates changes in company personnel policies and procedures and ensures proper compliance is followed
- Assists executive management in the annual review, preparation and administration of company wage and salary program
- Coordinates or conducts exit interviews to determine reasons behind separation
- Consults with legal counsel as appropriate, or as directed by the President, on personnel matters
- Works directly with department managers to assist them in carrying out their responsibilities on personnel matters
- Recommends, evaluates and participates in staff development for the company
- Develops and maintains a human resource system that meets company personnel information needs
- Supervises the staff of the human resource department
- Participates on committees and special projects and seeks additional responsibilities

COMPETENCIES

- Business Acumen
- Human Resources Capacity
- Communication Proficiency
- Ethical Conduct
- Leadership
- Presentation Skills
- Problem Solving/ Analysis
- Results Driven
- Strategic Thinking
- Decision Making

SUPERVISORY RESPONSIBILITY

This position manages all employees of the department and is responsible for the performance management and hiring of the employees within that department



REQUIREMENTS

- Bachelor's degree from a four-year college or university in Human Resource Management or related field, or equivalent business experience, or 10 years' experience with progressive management experience
- Knowledge and experience in the most current technologies and products used in the industry
- Proficient with Microsoft Programs, email, internet, and other office equipment
- Typing and keyboard with efficiency
- Good problem solving and multitasking skills and ability to develop conceptual alternatives
- Able to effectively communicate both written and verbal
- Mathematical skills required and high attention to detail
- Solid interpersonal skills that allow one to work effectively in a diverse working environment
- Dependable

PHYSICAL DEMANDS

This position is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and walk, stand, bend, and kneel as necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

This job operates in a professional office environment and some travel to company properties may be necessary. This role routinely uses standard office equipment such as computers, phones, copiers, filing cabinets and fax machines.

POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time salaried position. Days and hours of work are typically Monday through Friday, 8:30am to 5pm with a half hour for lunch. Extended hours may be required as job duties demand.

By signing this document, I acknowledge that I fully understand my job duties and will carry them out as assigned.

Print Name: _____

Signature: _____ Date _____

APPLY TO:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=8416&clientkey=317DE947792EEF17CA87585FA1C9F3A8>

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