

Job Title:	Director of Human Resources & Business Services
Department/Group:	Human Resources & Business Services Department
Level/Salary Range:	\$65,000 to \$80,000 yearly + benefits
General Purpose	
This position is responsible for the overall planning, directing, and supervising of administrative and clerical personnel and services of the Human Resources and Business Services Department.	
Supervision Received	
Works under the general supervision of the City Administrator	
Job Description	
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; conducts staff meetings; confers with assigned staff, and assists with solving complex issues/ situations. • Supervises assigned staff; performs a variety of administrative duties associated with supervising staff, to include assigning work, providing guidance and direction, evaluating performance, and taking disciplinary action as necessary; provides ongoing training opportunities. • Consults with City Administrator, Mayor, and City Council to review department operations/ activities, review/ resolve problems, receive advice/direction, and provide recommendations; oversee departmental budget; creates documents being submitted and/or presented to the City Council; provides activity and status reports, updates, study findings, and recommendations to the Council regarding department operations, programs, and services; provides guidance and advice regarding the functions of the department, programs, and related issues; drafts new legislation and/or City ordinances as appropriate. • Oversees alcohol licenses, special event permits and business license processing; transmits or supervises transmitted ACH files for payroll on a bi-weekly basis and wire transfers as needed. • Responds to open record requests; determines necessary response actions for other departments to open records requests. • Coordinates and communicates department activities between departments, external agencies, consultants and contractors, and the public; establishes and maintains work relationships, which are collaborative, responsive, and effective. • Ensures adherence to established safety procedures; assesses work environments and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations. • Develops and edits correspondence and reports pertaining to department plans and operations; performs duties as plan administrator for retirement plans maintained by the City. 	

- Administers and maintains City Human Resources functions for employee personnel records, compensation and benefits; administers all City insurance policies, including medical, dental, vision, life, property, and vehicle insurance; process and facilitates official personnel complaints; as well as claims for worker's compensation.
- Serves as a superintendent of City elections; notifying the Secretary of State Elections office of any regular, run-off, or special election. Overseeing the election process for all municipal elections, including compliance with all state laws and municipal ordinances concerning the election process. Participating in training and continuing education regarding new state election laws and processes to retain current certification with the Georgia Secretary of State's Georgia Election Official Certification Program. Creating and training all election poll workers. Overseeing special elections, if required, when a Mayor or councilmember's seat becomes unexpectedly vacant. Providing timely, appropriate notices and communications about the election to the public.
- Performs the duties of subordinate personnel as appropriate and necessary.
- Performs other duties assigned by the City Administrator.
- Performs other related duties as required.

ADA MINIMUM QUALIFICATIONS

Physical Ability: Essential functions of this position continuously require the ability to remain in a stationary position (sitting or standing); operate a computer and other office machinery, such as a calculator, copier, and printer. Incumbents must continuously be able to think analytically; handle stress and emotion, concentrate on tasks, remember names and other details; examine and observe details; make decisions, and adjust to change. Incumbents must also continuously direct others; meet deadlines; stay organized; use math/calculations and use a keyboard/type.

Essential functions frequently require the ability to move about inside the office; and move/transport items up to 10lbs.

Essential functions occasionally require the ability to bend body downward and forward by bending spine and legs, and twisting at the waist, hips or knees; reach overhead; push or pull; and repetitively use hands/arms/legs. Incumbents in this position are occasionally required to be on-call and work irregular hours.

Sensory Requirements: Essential functions regularly require the ability to use effective verbal and written communication; and use of hand/eye coordination and fine manipulation to use equipment.

Environmental Factors: Essential functions of this position continuously require the ability to either work with others or work alone.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Business Management, Human Resources, Public Administration or related field; five years of related experience; three years of supervisory experience preferred; State of Georgia certified human resources professional preferred; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS

- Valid Driver's License from state of residency.

KNOWLEDGE AND SKILL REQUIREMENTS

- Knowledge of laws and procedures for publication of notices and ordinances;
- Knowledge of event and meeting planning procedures;
- Knowledge of City ordinances, and Federal and State payroll taxes and laws governing local governments;
- Knowledge of City codes, rules and process pertaining to occupational business license and alcohol permits;
- Knowledge of the legal requirements related to keeping and preserving Council minutes and all official City records;
- Knowledge of human resource regulations and administration procedures pertaining to benefit programs, records retention, privacy policies, workers compensation and complaint mediation;
- Knowledge of current election laws, policies and procedures;
- Knowledge of supervisory and management practices;
- Ability to understand complex legal issues and requirements;
- Ability to handle confidential matters with discretion;
- Ability to gather, organize and analyze data from multiple sources;
- Ability to prepare clear and concise reports;
- Ability to understand and follow oral and written instructions;
- Ability to produce verbal and written communications clearly and effectively; and
- Ability to establish and maintain effective working relationships with City employees, City officials and the public.

ADDITIONAL NOTES

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.