Human Resources Director – The City of Bryant is accepting applications for **Human Resources Director**. Starting annual salary $55,245 plus, commensurate with experience. Great benefits package included! Applications may be completed online at www.cityofbryant.com or picked up at the Human Resources Department at 210 S.W. 3rd Street, Bryant, AR 72022. A City application must be completed and submitted to be considered for this position. Position closes at 5:00 p.m., August 8, 2015 or until filled. The City of Bryant is an Equal Opportunity Employer.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts the City's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential. These include, but are not limited to: attendance, getting along and communicating well with others, ability to provide great customer service, working a full shift, dependability, leadership, and dealing with and working under stress. Any essential function of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent/applicant when possible or as required by applicable law

GENERAL DESCRIPTION OF POSITION

Develops policy and directs and coordinates human resources activities, such as employment compensation, labor relations, benefits, training , and employee services by performing the following duties personally or through subordinate supervisors. Other duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Analyzes wage and salary reports and data to determine competitive compensation plan.

2. Prepares personnel forecasts to project employment needs.

3. Writes directives advising department managers of city policy regarding equal employment opportunities, compensation, and employee benefits.

4. Directs the evaluation schedule, posting of raises and running of payroll.

5. Investigates personnel issues such as harassment, etc.

6. Consults legal counsel to ensure that policies comply with federal and state law.

7. Develops and maintains a human resource system that meets top management information needs.

8. Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization.

9. Annually reviews the Employee Handbook and recommends revisions as necessary.

10. Writes and delivers presentations to mayor and council members regarding human resources policies and practices.

11. Works overtime as needed.

12. Interacts with team members.

13. Regular and punctual attendance is an essential function of this position.

14. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 9 to 10 years related experience and/or training, and 8 years related management experience, or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Annual Budget Authority: $ 200,000
Funds, Property & Equipment Responsibility: $ 50,000

SUPERVISORY RESPONSIBILITIES

Supervises 2 non-supervisory employee(s). Departments supervised by this position include Human Resource. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees, subject to Mayoral approval; addressing complaints and resolving problems.

COMMUNICATION SKILLS

Ability to read, analyze, and understand the most complex documents; Ability to respond effectively to the most sensitive inquiries or complaints; Ability to write speeches and articles using original or innovative techniques or style; Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or City Council.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

SUPERVISION RECEIVED

Under administrative direction, setting up own standard of performance. Virtually self-supervising. Reports to senior management of the organization.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a division of employees engaged in widely diversified activities.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of large organizational component and the organization's clientele.

MENTAL DEMAND

Comprehensive and very intense mental demand. Comprehensive and continual involvement with multiple divisions, departments and/or organizations. Strategic and operational management functions which relate to both the short-term and long-term time periods.

ANALYTICAL ABILITY / PROBLEM SOLVING

General oversight. Activities covered by general organizational philosophy and objectives. Solving problems in novel, non-recurring or swiftly changing situations in which the approach is not fully

defined. Guidance by top executive officer or business owner.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of highly complex machines and equipment; specialized or advanced software programs.

ACCURACY

Probable errors would normally not be detected in succeeding operations and may have serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in the job.

PUBLIC CONTACT

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of extreme importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT

Establishes company culture by setting tone of interactions and communication with senior level internal officials and employees throughout the organization.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

A valid Arkansas Driver's License or a valid drivers license recognized by the State of Arkansas.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

International Public Management Association for Human Resources Certification, Professional Human Resource Management Certification, or Senior Professional Human Resource Management Certification preferred.

SOFTWARE SKILLS REQUIRED

Mastery: Human Resources Systems, Payroll Systems
Advanced: Contact Management
Intermediate: 10-Key, Accounting, Alphanumeric Data Entry, Presentation/PowerPoint, Word Processing/Typing
Basic: Database, Spreadsheet

ADDITIONAL INFORMATION

Knowledge of modern personnel management and a background in the fundamental principles and practices of public personnel administration. Extensive knowledge of labor requirements and Equal Opportunity requirements at Municipal, State and Federal levels. Ability to interpret and apply regulations and polices to administrative procedures and to organize and appraise and evaluate the effectiveness of Affirmative Action and ADA personnel procedures and to anticipate and recognize procedural problems. Extensive knowledge of the Family Medical Leave Act. Extensive knowledge of payroll tax reporting. Must be able to attend meetings and training as required.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is continuously required to talk or hear; regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms; and frequently required to stand, walk; occasionally required to climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; and ability to adjust focus.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to work near moving mechanical parts. The noise level in the work environment is usually moderate.