



## TOWN OF SURFSIDE HUMAN RESOURCES DIRECTOR

DEPARTMENT: EXECUTIVE

EXEMPT

### GENERAL DESCRIPTION:

Under the general direction of the Town Manager performs highly responsible, professional, administrative and supervisory work managing the Town's Human Resources program, and assisting and supporting other administrative functions. Responsible for planning, organizing, and directing the activities related to Human Resources and for establishing, interpreting and advising senior and line management on human resources policies and procedures. Exercises a high degree of discretion, initiative and independent judgment.

### ESSENTIAL JOB FUNCTIONS:

1. Oversees the Town's comprehensive Human Resources program, including all aspects of Human Resources Management and Personnel Administration including: recruitment, selection, placement, retention, and separation; position classification, job descriptions, wage and salary administration, evaluations, in-service training, management development, worker's compensation, personnel record keeping, Town's Drug Free Workplace program, and safety programs.
2. Exercises leadership and provides advice in the development and implementation of human resources, policies, procedures and programs.
3. Develops, manages and carries out programs and tasks to improve employee and organizational effectiveness and to meet goals, including recruitment and selection, performance management, training and development, employee/labor relations, classification and compensation, benefits administration, safety and wellness.
4. Administers worker's compensation functions.
5. Consults with the Town Manager and department directors in order to make recommendations regarding department organization and staffing requirements.
6. Assists in preparing department budget.
7. Prioritizes activities.
8. Serves as liaison with all departments' management, senior management and employees as interpreter of personnel rules and policies, union contracts, laws and legal issues related to Human Resources Management.
9. Advises, counsels, informs and recommends solution to management and employees on Human Resource matters.
10. Conducts and/or oversees investigations and research projects.

11. Conducts wage and benefit studies to ensure compensation for positions is equitable and competitive with surrounding communities to effectively recruit and retain qualified personnel.
12. Conducts background investigations.
13. Develops and revises Town policies and procedures to be in compliance with federal, state, and local law.
14. Assists in developing Requests for Proposals (RFP's) for Human Resources related services and systems.
15. Recommends, develops and administers all elements of the Town's various employee related insurance plans.
16. Recommends, develops, implements, monitors and reports on current circumstances and policies in collective bargaining negotiations and labor related activities, as well as participating in negotiations sessions.
17. Responds to public and employee inquiries.
18. Responsible for timely and accurate preparations of Commission meeting agenda items related to Human Resources.
19. Represents the department, division and County at meetings, conferences and negotiations.
20. Handles diverse situations with discretion, sensitivity and tact.
21. Keeps abreast of developments concerning potential loss exposures through legislation and legal decisions.
22. Serves as a knowledgeable resource to the Town Manager, department directors, and staff.
23. May function in any emergency management role or capacity in the Incident Command System (ICS) to include, Logistics, Operations, and Planning.
24. Analyzes local, state, and federal statutes as they relate to personnel matters.
25. Performs related work as assigned.

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

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Thorough knowledge of current principles and practices of Human Resources Management, including recruitment and selection, performance management, training and development, employee/labor relations, classification and compensation, benefits administration, safety, worker's compensation, collective bargaining, equal employment, and unemployment compensation.
- Thorough knowledge of federal, state, and local legislative, regulatory, and judicial requirement applicable to the area of Human Resources Management.
- Knowledge of modern supervisory and management techniques.
- Knowledge of the structure and functions of local government and of public administration principles.

- Ability to establish and maintain effective relationships with a wide variety of individuals internal and external to the department and organization.
- Ability to communicate effectively with a wide variety of individuals and groups in a wide range of situations.
  
- Ability to present ideas, programs, and recommendations clearly, concisely, and accurately to groups and individuals, orally and in writing.
- Ability to maintain current and accurate knowledge and expertise in the human resources field.
- Ability to research and analyze data and situations and to develop and recommend sound solutions and courses of action.
- Ability to conduct investigations, interview witnesses, and make effective decisions using sound judgment in accordance with policies, procedures, and legal requirements.
- Proficiency in the use of standard office equipment, including computers, word processing, presentation, and spreadsheets.
- Must be physically capable to perform essential functions as required.

#### **EDUCATION AND EXPERIENCE:**

Bachelor's Degree from an accredited four (4) year college or university in Human Resources Management, Public Administration, Business Administration or related field. Five (5) years professional Human Resources experience and two (2) years of supervisory experience. Local Government Human Resources experience preferred.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

#### **LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

Certified Public Human Resources Professional (PHRP), Professional in HR (PHR), Senior Professional in HR (SPHR), certifications in Compensation and/or Benefits or Labor Relations, or International Public Management Association Human Resources (IPMA- HR) highly desirable.

#### **ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to enter data at a prescribed rate of speed.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Moving and lifting objects.

**ENVIRONMENTAL CONDITIONS:**

- Works inside in an office environment.
- Works outside.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

---

Revision History: New 4/10/2012; 1/27/2021

**This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.**

Approved:

Town Manager's Signature: \_\_\_\_\_

