



TOWN OF HILLSBOROUGH POSITION DESCRIPTION MANAGER/HR SPECIALIST

Department: City Manager
FLSA Status: Exempt, Administrative

Bargaining Unit: Unrepresented
11/2005 Revision Date:

GENERAL PURPOSE

Under General Direction, performs a variety of professional, administrative and technical duties in the operation of the Human Resources functions including recruitment and selection, labor and employee relations, employee training, benefits and workers' compensation administration; coordinates assigned activities with other departments and outside agencies; provides advice, counsels and assists management and employees; performs related duties as required.

This job class requires comprehensive specialized and technical knowledge and expertise in human resources functional areas, a high level of initiative, sound judgment, communication skills, and strong management and leadership skills.

Supervision Received and Exercised:

This position receives general direction from the Assistant to the City Manager. May exercise lead direction over paraprofessional, technical, and/or support staff. Methods of performing the tasks are the responsibility of the incumbent so long as performed within established policies or as prescribed by rules and regulations and that work is reviewed only periodically to assure conformance and to measure results.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Incumbents in this position typically performs but are not limited to the duties noted below on a regular basis:

- Develops, plans and implements Personnel Office goals and objectives; develops, implements and administers the Town's personnel policies and procedures.
- Organizes Personnel Office resources in accordance with established goals and objectives; evaluates service delivery alternatives and makes adjustments as deemed appropriate.
- Performs professional and technical duties related to classification, compensation, recruitment and selection, staff development and benefit administration; prepares related documentation, including draft contracts, advertising, job descriptions and training outlines.
- Coordinates activities with those of other departments and offices as well as outside agencies and organizations
- Advises, counsels and assists operating departments and employees on matters pertaining to personnel policies and practices.
- Coordinates the examination and handling of unemployment, disability, and workers' compensation claims.
- Participates in labor relations activities, including union/association contract negotiations, meet and confer sessions, and meet and consult sessions.
- Represents the Town to outside groups and organizations; participates in outside community and professional groups and committees.
- Participates in the development and administration of the Department's annual budget.

- Provides professional, technical and administrative support.
- Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary; attends Town Council and other meetings as required.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of human resources management.
- Perform related duties and responsibilities as required.

DESIRED MINIMUM QUALIFICATIONS

Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be graduation from an accredited college or university with major course work in human resources, personnel management, public administration, or a related field plus five (5) years increasingly responsible professional experience in public personnel management.

Knowledge of: principles and practices of modern public administration: human resources management; records management; applicable laws, rules and regulations, e.g., EEO, ADA, FLSA, etc.; principles and practices of municipal budgeting; operation of personal computers and associated hardware; the English language including spelling, punctuation and grammar; effective methods of communication both verbal and written.

Skill in: the use of a applicable computer software for a variety of applications, including word processing, spreadsheets, database management and publishing.

Ability to: plan and organize human resources activities; develop and implement policies and procedures; gain cooperation through discussion and persuasion; demonstrate tact and diplomacy with the public and others; prepare and administer a budget; analyze problems, identify alternative solutions, interpret and apply laws, rules, regulations, policies, and procedures; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; operate a variety of office machines and equipment, including copier, fax and personal computer.

Special Requirements:

Positions in this classification independently travel within and outside of Town limits to fulfill the assigned duties and responsibilities.

City Manager: _____ Date: _____