

**POSITION TITLE: Human Resource Director**

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**GENERAL DEFINITION AND PURPOSE OF WORK:**

This position is a team member of the Town Manager's Office. Proactively identifies and implements opportunities to integrate Human Resource programs, policies and procedures with the direction and goals of the Town of Smithfield. Performs professional level work managing the areas of classification, compensation, wage and salary administration, benefits administration, affirmative action, training, recruitment, testing and selection, performance evaluation, and employee relations.

**DISTINGUISHING FEATURES OF THE POSITIONS:**

Position may be required to attend night meetings to accomplish organizational and department goals. Requires the ability to work independently and possess strong organizational skills. Position reports to the Town Manager. Requires a valid driver's license.

**TYPICAL TASKS:**

- Assists and advises the Town Manager, Town Treasurer and other top management officials on all human resource related matters;
- Coordinates the employment process for all new hires, including assisting departments with advertising job vacancies and new employee orientation;
- Oversees the processing and maintenance of personnel records and files;
- Maintains and updates employee job descriptions and the town's pay & classification system. Recommends changes to established performance assessment process;
- Plans and manages all aspects of the benefits program, including medical insurance.
- Oversees the town's Workman's Compensation program;
- Serves on Safety Committee and seeks to reduce employee injuries and town liability;
- Counsels employees on employee relations issues, benefits, and other areas as needed;
- Develops and administers annual town-wide training program for employees;
- Writes, administers and updates council adopted personnel policies and procedures;
- Interprets and ensures compliance with all state and federal laws and regulations including FLSA, FMLA, EEO, ADA, HIPAA, IRS regulations, COBRA and other as applicable;
- Assists with the preparation of proposals, specifications and contracts for personnel related services;
- Assess' staff resources and organizational structure for purposes of creating program that facilitates employee development and meets current and future town business needs;
- Manages special projects assigned by the Town Manager; and
- Performs related tasks as required.

**SUPERVISORY RESPONSIBILITIES:**

Position coordinates with Pay & Benefits Clerk in the Treasurer's Office and would supervise interns and volunteers assigned to the department.

**EXAMPLES OF EXPECTED DECISION MAKING:**

Position is responsible for the selection and administration of the benefit programs, monitors compliance of all state and federal laws, writes, interprets and monitors town personnel policies and procedures.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Comprehensive knowledge of the philosophies, principles and practices of public personnel administration, including testing and selection, classification, compensation, benefits, training and employee relations;
- Comprehensive knowledge of the qualifications and characteristics of major occupational groups;
- Knowledge of local governmental organization and administration;
- Comprehensive knowledge of current federal and state laws and regulations applicable to public employment;
- Ability to establish and maintain effective working relationships with other town officials, employees and the general public;
- Ability to present facts and recommendations effectively in oral and written form;
- Ability to record and organize statistical and financial data, apply logical sequence to the analysis and resolution of an issue;
- Ability to analyze and assess complex issues and provide appropriate guidance and direction to management;
- Ability to plan, supervise and review the work of professional, technical and clerical subordinates; and
- Skills in negotiation, conflict resolution and problem solving.

### **PHYSICAL REQUIREMENTS OF THE POSITIONS:**

This is sedentary work requiring the exertion of negligible amount of force constantly to move objects, up to 10 pounds of force frequently and some light work requiring the exertion of up to 20 pounds of force occasionally. Work requires stooping, reaching, fingering, grasping and repetitive motions; typing/word processing requires the ability to perform repetitive tasks involving fine motor skills. Vocal communication is required for expressing or exchanging information and instructions by means of the spoken work; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the work is not subject to adverse environmental conditions.

### **EDUCATION AND EXPERIENCE:**

Bachelor's degree from an accredited college or university in human resource management, human/social sciences or related field or equivalent amount of training and experience. Extensive experience in human resource management as a generalist or in three or more specialized areas. PHR, SPHR or IPMA-CP certification desired. Strong grammar, math and organizational skills required. Ability to establish and maintain professional working relationships with coworkers and others encountered in the performance of duties. Must be able to work independently, work under pressure and meet deadlines. Knowledge of computers and office technology, procedures and equipment required.

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Employee's Signature

Date