



Administrative Services Department

Town of Clarkdale

P.O. Box 308, Clarkdale, Az. 86324

Town Hall (928) 639-2400 * fax (928) 639-2409

Job Description

HUMAN RESOURCES MANAGER

DESCRIPTION: Under general supervision by the Administrative Services Director, this position is point-of-contact for the Town's Human Resources, responsible for efficient and effective personnel management. This position performs a variety of complex administrative and management functions in the planning, development, coordination, implementation, tracking and enforcement of the Town's personnel policies and programs. Functions involve recruitment, selection, orientation, performance evaluation and management, employee relations, discipline, training, classification, compensation, benefits administration and budget monitoring. This position understands public trust and models the highest standards of personal and professional integrity expected of those working in public service.

CLASSIFICATION: Positions in this class are characterized by a thorough knowledge of principles and practices of personnel administration. An employee successful in this position is expected to exercise a high degree of independence, initiative, responsibility, tact and professional expertise with little to no supervision. Job functions require the ability to think independently and exercise effective communication skills, discretion, logic and good judgment. Abnormal working hours may be required from time to time. This is an FLSA exempt, full time position with benefit package.

ESSENTIAL FUNCTIONS AND DUTIES:

Essential functions and duties may be modified at any time at management's discretion. Typical duties may include, but are not limited to the following:

- Facilitates implementation of and compliance with goals, objectives, policies and priorities of the Town and the Administrative Services Department;
- Responsible for planning, developing, coordinating, implementing and tracking the Town's personnel policies and programs;
- Establishes and maintains effective working relationships with Town employees, elected officials, the media, business professionals and the public;
- Creates or facilitates development of various responsibilities, goals, processes, procedures, rules and policies;
- Coordinates creation of or updates to job descriptions;
- Maintains central files and resources pertinent to human resource topics and issues;
- Plans, coordinates and implements recruitment, placement and onboarding of new employees;
- Participates in the placement, onboarding and training of volunteers;
- Responsible for creating, maintaining, updating, retaining and disposing of personnel files, records and documents according to State regulations or as required;
- Coordinates employee performance management and evaluation processes and policies;
- Participates in employee disciplinary processes to ensure legal and/or appropriate measures, proper documentation and satisfactory resolution;
- Coordinates with local and out-lying medical providers and other agencies to ensure compliance with legal, medical and testing requirements;
- Participates in development and administration of processes and policies for compensation, benefits, FMLA, disability programs, ADA, retirement, safety and training;
- Coordinates information and consults with the Town Attorney and other legal advisors;
- Prepares and monitors the Human Resources budget and administers related expenditures;

- Creates, mobilizes and supervises the Personnel Board when needed;
- Coordinates, implements and participates in programs and operations in cooperation with other municipalities and outside agencies;
- Prepares, creates and updates a variety of correspondence, reports, legal documents, policies and forms;
- Prepares, creates and presents informational speeches, trainings and presentations to various audiences including staff, Council, and Boards and Commissions;
- Attends conferences, conventions and other educational or professional meetings as needed or required;
- Performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education and/or Experience

Any combination of education and/or experience providing the knowledge, skills and abilities necessary for satisfactory job performance will be considered. Preferred applicants will possess an Associate's Degree in Human Resources, personnel, psychology, business or public administration, or related field, and 5 years progressively responsible Human Resource management experience.

Special Requirements, Licenses, Training and/or Certificates

- Must complete online training and testing with National Incident Management System (NIMS) through the Federal Emergency Management Agency (FEMA) within six (6) months of hire and maintain current/ongoing certification as needed.
- Must possess, or obtain upon employment, a valid Arizona driver's license.

Knowledge, Skills and Abilities

- Knowledge of modern office practices, procedures and equipment;
- Knowledge of the principles, practices and techniques of Human Resource management;
- Knowledge of processes, forms, documents and legal applications involved with human resource management, utilization and enforcement;
- Knowledge of accounting and financial management sufficient to apply and maintain efficient processes overseeing daily finances and budgeting of Human Resources;
- Skilled in the use of computer and various software and the ability to use multiple technologies as daily working tools;
- Skilled in the application of Human Resource principles and practices;
- Skills and abilities to provide customer service consistent with the Town's Customer Service Standards;
- Ability to read, research, analyze and interpret various information and complex documents including statutes, ordinances, forms, laws, regulations and various communications;
- Ability to maintain confidentiality as required by various laws and regulations;
- Ability to maintain a courteous, helpful and professional image in dealing with individuals from various socioeconomic, ethnic and culturally diverse backgrounds;
- Ability to communicate effectively in resolving complaints and mediating conflict, at times amid stressful or confrontational situations;
- Ability to prepare and maintain accurate documents, records, reports and files;
- Ability to identify opportunities to improve the efficiency and effectiveness of Human Resource operations and management;
- Ability to establish and foster positive and effective working relationships;
- Ability to set goals, organize and prioritize, and to work independently, at times under time constraints and deadlines;
- Ability to exercise initiative, apply sound judgment and produce reasonable recommendations;
- Ability to be flexible in the face of change.

PHYSICAL REQUIREMENTS

The physical demands 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. This classification involves work that requires:

- Vision sufficient to read technical, legal and regulatory documents, periodicals, computer screens, computer print outs, business correspondence, audio visual materials, and other documents encountered in the course of work;
- Hearing sufficient to hear conversational levels in person and over the phone or radio;
- Speech sufficient to make oneself heard and understood in person, in front of groups, in meetings, and over the telephone;
- Mobility sufficient to safely work in office settings and similar environments;
- Dexterity sufficient to safely operate office equipment including computers;
- Strength sufficient to lift, carry and move ten (10) lbs.;
- Endurance sufficient to sit, walk and stand for extended periods, and maintain efficiency throughout the entire work shift and during extended work hours.

WORKING CONDITIONS

- Work is regularly performed within an inside office environment.
- The noise level is varied but usual to that of an inside office environment.
- The employee may be required to walk over uneven flooring or terrain.
- The employee may be required to work outside normally scheduled hours and/or assigned to report to a specific location for training and/or meeting attendance.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
- The Town of Clarkdale is a drug-free, smoke-free work environment.

SUCCESSFUL COMPLETION AND CLEARING OF A POST OFFER, PRE-EMPLOYMENT SCREENING PROCESS (AT THE TOWN'S EXPENSE) IS MANDATORY, CONSISTING OF DRUG TESTING AND BACKGROUND CHECK.

THE TOWN OF CLARKDALE IS AN EQUAL OPPORTUNITY EMPLOYER (EOE).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.