



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. This position is responsible for planning, organizing, staffing, directing, and controlling the activities of the Town's Human Resources Department. 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 and Town's Drug Free Workplace program.
2. Exercises leadership and provides advice in the development and implementation of human resources, policies, procedures and programs.
3. Interviews, hires, trains, directs, assigns, supervises, and assists in evaluating personnel.
4. Develops and maintains a human resources management system that meets top management information needs.
5. Oversees worker's compensation functions.
6. 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.
7. Assists the Town Manager with all personnel related issues.
8. Provides advice, counsel, and direction to the Management Team and or Town Employees as needed.

9. Consults with the Town Manager and department directors to make recommendations regarding department organization and staffing requirements.
10. Facilitates at the request of the Town Commission the Town Manager hiring process.
11. Develops and coordinates employee recognition and appreciation programs.
12. Serves as liaison with all departments' management, senior management and employees as interpreter of personnel rules and policies, and issues related to Human Resources Management.
13. Advises, counsels, informs and recommends solution to management and employees on Human Resource matters.
14. Conducts and/or oversees investigations and research projects.
15. Conducts wage and benefit studies to ensure compensation for positions is equitable and competitive with surrounding communities to effectively recruit and retain qualified personnel.
16. Oversees background investigations.
17. Develops and revises Town policies and procedures to be in compliance with Federal, State, and Local law.
18. Assists in developing Requests for Proposals (RFP's) for Human Resources related services and systems.
19. Recommends, develops and administers all elements of the Town's various employee related insurance plans.
20. Responds to employee inquiries.
21. Responsible for timely and accurate preparations of Commission meeting agenda items related to Human Resources.
22. Represents the department, division and County at meetings, conferences and negotiations.
23. Handles diverse situations with discretion, sensitivity and tact.
24. Keeps abreast of developments concerning potential loss exposures through legislation and legal decisions.
25. Serves as a knowledgeable resource to the Town Manager, Department Directors, and Staff.
26. Analyzes Local, State, and Federal Statutes as they relate to personnel matters.
27. 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.)

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MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of the Town's personnel rules, policies, and procedures.
- Knowledge of labor relations.
- Knowledge of the principles, practices, methods, and techniques of personnel functions, including recruitment, testing, manpower planning, compensation and benefits, and other related areas.
- Knowledge of Federal, State, and Personnel regulations.
- Ability to effectively manage and supervise other employees.
- Ability to read, analyze, and interpret complex documents.
- Ability to respond effectively to sensitive inquiries and complaints.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to resolve complex problems and issues and deal with diverse perspectives and personalities.
- Ability to lead a team and ensure team members share same vision and mission in the best interest of the Town.
- Ability to balance priorities to deliver results on various projects.

EDUCATION AND EXPERIENCE:

Graduation with a degree in Public Administration, Business Administration, or in a course of study related to the occupational field. Master's degree preferred. Experience may substitute on a year for year basis. More than two (2) years of experience relevant to the major duties/essential functions of the position; or any acceptable related combination of training and experience.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

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

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

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:

- The work is typically performed while sitting at a desk or table or while standing or walking.
- The employee occasionally lifts light objects. The work is typically performed in an office.

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

Revision History: New 08/05/2024

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:

Acting Town Manager's Signature: _____

