



## Charter Township of Waterford Job Description

### Human Resources Director

<b>Department:</b>	Human Resources
<b>Supervised By:</b>	Township Supervisor
<b>Supervises:</b>	All Human Resources department employees
<b>Bargaining Unit:</b>	None
<b>FLSA:</b>	Exempt
<b>Status:</b>	Full-time
<b>Grade:</b>	9

#### **General Summary:**

Under the general supervision of the Charter Township Supervisor, negotiates labor contracts, and manages the employment process. This position is also responsible for the coordination of risk management activities, and the oversight of worker's compensation and benefit issues.

#### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Administers, maintains and updates employee personnel files, and employee work and benefit histories, including off-time accruals and worker's compensation and unemployment insurance records. Conducts employees interviews, participates in employee hiring, training, and discipline.
2. Serves on the administrative bargaining team for the negotiation of union contracts. Administers the provisions of all negotiated agreements. Ensures ongoing compliance with the terms of the agreements.
3. Hears grievances and contractual disputes. Resolves issues as appropriate, in accordance with contracts and stated personnel policies.
4. Develops, maintains and applies consistent procedures for employee recruitment and hire. Serves as advisor to the Police and Fire Civil Service Commission.
5. Administers the Township's insurance programs, including general liability, worker's compensation and all employee coverage's.
6. Develops and conducts training sessions for employees related to employment issues, benefit offerings and other areas.
7. Maintains the Township's classification and compensation system and recommends particular adjustments, if appropriate.
8. Acts as liaison between the Township, labor union contacts, insurance providers, financial organizations, other governmental agencies, citizens, news media, and municipal professionals regarding personnel related issues.

9. Keeps abreast of changing regulations, laws and policies regarding personnel management, and insurances through continued education and professional growth. Maintains cooperative relationships with peer agencies and other governmental units. Attends conferences, workshops, and seminars as appropriate.
10. Directs the recruitment and hire of department personnel. Supervises personnel, evaluates performance, and oversees training and professional development. Takes disciplinary action according to established procedures.
11. Assists in the implementation of new technology, defines departmental needs, attends training, and fosters departmental transition to new or upgraded technology.
12. Performs related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

1. Educational requirements include a Bachelor's degree in public or business administration, finance, human resources management, or related field.
2. Experience requirements include five or more years of human resources management, preferably in a municipal setting.
3. Thorough knowledge of the principles and practices of personnel management, and labor relations.
4. Thorough knowledge and understanding of applicable policies, laws and ordinances pertaining to the human resources management activities of the Township.
5. Considerable knowledge of municipal operations as they relate to the administration of employee recruitment and retention, and labor relations.
6. Good knowledge of public relations practices.
7. Skill in interpreting and applying complex, insurance and human resources guidelines to municipal operations.
8. Skill in managing Human Resources department operations and activities.
9. Skill in the use of office equipment and technology, including computers and related software, and the ability to master new technologies.
10. Ability to confer with other department administrators and elected officials, and determine their personnel-related needs.
11. Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with other department administrators, elected officials, employees, labor union representatives, and professional contacts.

- 12. Ability to effectively communicate and present ideas and concepts orally and in writing, and make presentations in public forums.
- 13. Ability to critically assess situations and solve problems, and work effectively under stress, within deadlines, and changes in work priorities.
- 14. Ability to train, supervise and evaluate the work of others.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move items of light to moderate weight. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet.

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***PLEASE SUBMIT APPLICATION, COVER LETTER AND RESUME***

Human Resources  
5200 Civic Center Drive, Waterford, MI 48329  
[award@waterfordmi.gov](mailto:award@waterfordmi.gov)

Posting Date: October 30, 2018  
Closing Date: November 20, 2018

Salary Range – 77,146 – 88,719 + Benefits

Application forms for this position can be obtained from the Human Resources Department, 5200 Civic Center Drive, Waterford, Michigan or on the Township's web page <https://www.waterfordmi.gov/jobs>

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