



TOWN OF PITTSBORO

Invites applications for the position of:

Human Resources Director

An Equal Opportunity Employer

HIRING SALARY	\$85,000 - \$90,000 Annually (Anticipated Hiring Range)
CLOSING DATE	Open Until Filled
POSITION TYPE	Full-Time (Monday – Friday, 8:30am – 5:00pm)
DEPARTMENT	Human Resources
FSLA Status	Exempt

The Town of Pittsboro is seeking an energetic and experienced candidate for our open Human Resources Director position. The Human Resources Director works under the general supervision of the Town Manager and with other department heads to ensure compliance with local, state, and federal protocols and policies in the administration of the Town's human resources function.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Primary functions include employee compensation, relations, training and development, recruitment and selection, benefits, performance evaluation, policy administration and research, safety programs, wellness programs, and personnel records management.
- Manage employee benefits, including oversight of provider contracts, conducting open enrollment meetings, educating employees on the Town's benefit package, facilitating employee retirement planning, and employee benefit problem resolution.
- Evaluate and manage the Town's recruitment and selection policies, procedures, and metrics to assess needs and create initiatives that ensure effective and timely recruitment and selection of employees.
- In charge of ensuring compliance with the Americans with Disabilities Act (ADA), Family and Medical Leave Act (FMLA), drug and alcohol testing requirements, and other employment laws, such as Title VII, Fair Labor Standards Act, sexual and discriminatory harassment, and the like.
- Manage and develop employee job descriptions and pay classification systems in addition to providing counsel to department head, mid-level managers, and employees on job design concepts.
- Conduct evaluations and make annual recommendations about the Town's compensation policy and practices to ensure a plan that both attracts and retains outstanding staff and further positions the Town as a competitive employer.
- In charge of employee onboarding and orientation.
- Assist in departmental organization development efforts, including job design, workflow, capacity planning, and succession planning.
- Manage and assist with the Town's professional development program, including staff trainings and individual career pathing.
- Manage employee relations and disciplinary actions. Counsel and guide department managers and supervisors in handling employee problems, questions, and discipline. Counsel and guide employees with personal and work-related problems. Mediate conflicts.

- Develop and maintain human resource and personnel policies and programs.
- Perform professional work serving as the official custodian of employee records including personnel actions and performance reviews.
- Serve as an essential employee in the Town's response to emergency and crisis situations.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- General knowledge of the municipal government organizations, their function, operations, and departments.
- Considerable knowledge of the theory, principles, and practices of human resource management in the public sector.
- Ability to acquire and apply knowledge of the municipal policies, procedures, and services; ability to interpret municipal policies.
- Thorough knowledge of North Carolina General Statutes, and of local ordinances and regulations governing the responsibilities of human resources.
- Skill in working independently and exercising sound judgment in making decisions in conformance with laws, regulations, and policies without supervision.
- Skill in meeting established deadlines.
- Maintain and encourage the value of a diverse workforce, and dedication to ensuring equal opportunity in all aspects of employment.
- Considerable knowledge of the trends and modern concepts being implemented in the human resources field.
- Ability to develop long-term plans and goals for the human resources programs.
- Ability to establish and maintain effective working relationships with other officials, department heads, employees, and the public.
- Ability to be innovative and creative in designing new programs, proposing policy changes, and recommending motivational and organizational development to managers.
- Skill in the ability to maintain confidentiality on employee matters and employee-related assignments.
- Skill in establishing and maintaining effective work relationships with vendors, management, government officials, department heads, and other employees.
- Skill in communicating and presenting ideas effectively in oral and written forms.
- Skill in internal customer service excellence and collaborative conflict resolution.
- Ability to gather and analyze facts on a variety of subjects matters and to assemble and present concise reports and presentations.
- Thorough knowledge of office administrative practices and procedures, and the principles of vocabulary, grammar, spelling and composition.
- Skill in the use of office technology, computer equipment with working knowledge of Microsoft Office 365.

QUALIFICATIONS:

EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS:

- Graduation from an accredited four-year college with a Bachelor's degree in human resources, public administration, public relations, or a related field is required, a Master's degree is strongly preferred, plus 5-7 years of relevant and progressive professional experience in human resources.
- Leadership experience at the level of director or assistant director, or division manager of human resources function is preferred.
- Human Resources certification (PHR, SPHR, IPMA-CP) or ability to obtain certification is preferred.
- Local government, particularly municipal, experience is highly desired.
- Valid North Carolina driver's license.
- Completion of a background check and a drug screen.
- To effectively perform required responsibilities, regular attendance is required. May be required to attend evening meetings and/or work outside of normal business hours for emergencies or to address employee matters.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment 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 the individuals with disabilities to perform the essential functions.

- Work is performed primarily in a standard office environment and occasionally outdoors.
- Work involves walking; talking; hearing; using hands to handle, feel or operate objects, tools, or controls; and reaching with hands and arms.
- Vision abilities required by this job include close vision and the ability to adjust focus.
- The employee may be required to push, pull, lift, and/or carry objects up to 40 pounds
- Work may periodically require the employee to climb, balance, bend, stoop, kneel, crouch, and/or crawl.

ADDITIONAL INFORMATION:

- Interested applicants must submit a completed online application to be considered.
- This is a continuous recruitment; review of applications will begin immediately. Prompt application is highly encouraged. Recruitment may close without notice.
- Successful candidates will be subject to a background check and drug screening.
- Applications are available on the Town's website at <https://pittsboronc.gov>
- Mail applications and resumes to Town Manager Chris Kennedy at P.O. Box 759, Pittsboro, NC 27312 or email to ckennedy@pittsboronc.gov