

Job Description

HUMAN RESOURCES DIRECTOR

Towns of Great Barrington, Monterey, Sheffield, New Marlborough and West Stockbridge

Job Summary

The Director of Human Resources for the Towns of Great Barrington, Monterey, Sheffield, New Marlborough and West Stockbridge will have as their primary responsibilities the creation and application of policies and practices that help the Towns attract, develop and sustain a high performing workforce, as well as maintaining a positive and fulfilling environment for all municipal employees. The Director will work closely with the Town Managers/Administrators and other senior Town officials to achieve these goals, providing advice and assistance in a collaborative and consultative manner to ensure open positions are occupied and employees are provided the support they need to succeed. Develops and implements procedures to bring towns into compliance with local, state and federal policies, rules and regulation. Makes presentations and represents the Department in public forums. Performs all other related work as required.

Supervision Received

The Director will work under the oversight of the Town Managers/Administrators from the five communities. The Managers/Administrators will outline town program objectives, assign areas of responsibility, and evaluate performance. The Director will otherwise perform duties independently on own initiative, determining situations warranting the attention of the Town Managers/Administrators.

Supervision Exercised

The Director along with the Town Managers/Administrators will recommend individuals for employment; and train and evaluate assigned staff. They will serve as a resource to department heads, municipal staff, providing consultation and guidance on human resources issues to departments. The Director will participate in and/or lead collective bargaining negotiation activities as needed. Also, monitors and reviews reports from third party administrators-

Primary Duties

Beyond those described above, the Director will be responsible for the following duties:

1. Assists Town Managers/Administrators with personnel recruitment and selection including advertising, receiving, screening and distributing applications, administering tests, and providing guidance to departments. Drafts or reviews appointment letters. Assists with the development, maintenance and distribution of new employee orientation packages.
2. Ensures the maintenance of permanent records in accordance with federal, state and local regulations. Advocates for affirmative action and equal opportunity for candidates and practices; participates in selection of Managers/Administrators and other staff as directed.
3. Consults with the Town Managers/Administrators and Department Heads to provide advice or clarification regarding human resources, personnel, legal, professional development, compensation and organizational development issues. Counsels employees, advises Managers/Administrators, investigates personnel problems and disciplinary issues.

3. Communicates human resources policies, practices and procedures to Town employees; Advocates for employees; mediates between employees, and between employees and management. Promotes programs and activities to ensure equal opportunity and access to all individuals.
4. Reviews and advises Town Manager/Administrators regarding all municipal personnel transactions including, hires, promotions, transfers, salary changes, reclassifications, leaves of absence and terminations. Participates in and/or administers performance management programs. Organizes and provides professional development opportunities, legally mandated and technical training and continuing education support for the municipal workforce in these Towns. The Select Board and/or Town Manager is the hiring and firing authority.
5. Oversees administration of benefits programs including insurance, flexible benefits, worker's compensation, unemployment compensation, police/fire indemnification, leaves of absence and other related programs. Complies with all HIPAA regulations
6. Prepare employee separation notices and related documentation and conduct exit interviews to determine employment trends and provide a smooth transition out of the Town's employment. Provide information for exiting employees according to unemployment laws.
7. At the town's discretion represents the Towns at hearings and meetings related to human resources issues such as grievances, arbitrations, Workers' Compensation, the Department of Labor Relations, and Massachusetts Commission Against Discrimination. For matters related to the performance of a Town Administrator, Town Manager, or a Selectboard member, the Director will have direct access to town counsel and/or the Select Board..
8. In conjunction with departments, develops position descriptions. Prepares drafts of recommended policies. Analyzes personnel benefits, determines need for changes, and recommends improvements. Maintains classifications plans and systems, including updating when changes occur either in duties or in rates of pay.
9. At the town's discretion actively participates as a member of collective bargaining teams. Administers contracts, interprets and proposes recommendations for changes to contract language and formulates town management bargaining team offers. Plans and supervises research tasks for special studies and reports, completes various surveys for collective bargaining and other federal, state, and municipal agencies.
10. Oversees the Towns' compliance with federal and state personnel laws and regulations that cover topics such as wages and hours, equal employment opportunity, drug and alcohol testing, work-related injuries, and employee benefits. Serves as the Towns' Affirmative Action/Equal Employment Officer. Prepares equal employment opportunity and affirmative action plans and develops town's FMLA program to be consistent with federal and state guidelines. Reviews and suggests changes to personnel policies, procedures and employee handbooks. Ensures that all HR forms meet requirements of current laws
11. Attends and represents the towns at meetings and conferences related to human resources. Keeps current on changes in human resources field.
12. Performs similar or related work as required, directed or as situations dictate.

Distribution of Work Across Communities

The Director shall provide human resources for the Municipalities according to a Staffing Schedule agreed by the Towns. The Schedule holds that the Director shall provide the following hours to each Town each week: 15 hours per week for Great Barrington, 6 hours per week for Sheffield, 6 hours per week for Monterey, 6 hours per week for New Marlborough and 2 hours per week for West Stockbridge. Further details of the Staffing Schedule, such as office hours or availability for inquiries in each Municipality, shall be determined jointly by the Town Manager/Administrators of the Municipalities.

Desired Minimum Qualifications

Bachelor's Degree in Human Resources, public administration, business management or a closely related field, minimum of three (3) years' experience in personnel and/or municipal management. Human Resources certification desired. A minimum of five (5) years of experience, with 3 years of progressively responsible experience in a public or governmental human resources setting preferred, or any equivalent combination of education and experience. Municipal experience is desirable but not required.

Considerable knowledge of policies and practices of public personnel administration, employee classification, compensation and benefits, recruitment, selection, training, and labor relations. Excellent written and verbal communication skills; strong organizational skills; ability to establish and maintain effective working relationships with applicants, employees, town staff. Ability to demonstrate objectivity, sensitivity, and a balanced perspective regarding employee concerns and organizational expectations. Ability to interact in a positive manner with personnel at all levels of authority. Ability to prepare and analyze comprehensive reports.

Knowledge and Ability:

Knowledge: Knowledge of HR policies and procedure development. Knowledge of federal, state and local regulations associated with Human Resources. Working knowledge of all functional aspects of human resources management, including recruiting, compensation, EEO/AA, benefits, training, employee relations, labor relations and organizational development. Thorough knowledge of office practices and procedures. Thorough knowledge of the practices of project management, budget administration and grant administration, as applicable.

Ability: Ability to maintain strict confidentiality in dealing with extremely sensitive employee information. Ability to plan, organize and direct the preparation of studies, analyze problems, prepare reports and formulate recommendations. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relationships with employees, local, regional, state and federal officials and the general public. Ability to keep accurate complex records and generate reports accordingly. Ability to multi task and manage multiple priorities.

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.

Minimal physical effort generally required in performing duties under typical office conditions. Position requires the ability to operate a keyboard and standard office equipment. The employee is frequently required to sit, talk, and listen. Specific vision requirements include close vision, distance vision, and the ability to adjust focus. Ability to view computer screens and work with details for extended periods of time and move throughout the office. Must be able to convey information to municipalities, consultants, officials and the public.

Job Environment:

- Most work is performed in office conditions; regular schedule may require attendance at occasional evening meetings.
- Able to use a computer, fax, telephone, and other standard office equipment.
- Performance of duties requires regular contact with local, state and federal officials, consultants, municipal employees, and colleagues.
- Errors in judgment could result in delay or loss of service, and have financial and/or legal repercussions.

(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 employer and requirements of the job change.)