

CITY OF HARRAH

OCCUPATIONAL TITLE: HR Director

OCCUPATIONAL CODE: 1320

DEPARTMENT/DIVISION: Administration

GENERAL DEFINITION:

The Human Resources Director assists the City Manager in performing HR activities for the City. The incumbent in this position monitors the Human Resource activities and functions of employment for current employees, newly hired employees, terminated employees and retired employees.

This individual also performs tasks associated with personnel records, employment issues, union contracts, hiring and firing documents and performs related work as required. The incumbent receives directions from the City Manager who reviews work through reports, conferences, and an assessment of results obtained.

ESSENTIALS FUNCTIONS AND DUTIES:

(The items listed below are not intended to be a complete listing of all essential functions and duties of the position.)

- Maintains confidentiality with regards to hiring, firing, and payroll of city employees.
- Maintains all job descriptions, updating as needed and writing new job descriptions for new positions.
- Prepare job posting, set up interviews and sit in on interviews, conduct background checks, set up various types of testing for positions:
- Assist department heads with the proper employment procedures.
- Prepare monthly, quarterly and annual employment reports which include Oklahoma Department of labor, Oklahoma Municipal Assurance Group (OMAG).
- Handles all workers' compensation injuries, including reports, files of injuries within allowable time, assist department heads with any paperwork relating to reporting of injury.
- Maintains and safeguards all employees leave records, benefit records, confidential personnel records, workers' compensation records, preparing hiring/termination paperwork and employee personnel records.
- Manage employee benefits including insurance and various pensions for Police, Fire, General Employees.
- Assist the City Manager with union negotiations and union contracts.
- Serves as Deputy City Clerk and performs duties in absence of clerk; duties include, prepare and post agendas, take minutes at council meetings, swear in newly elected or appointed officials, maintain city records, execution of official documents and custody of official seal.
- Any other function or duties may be directed by the City Manager.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in human resources with emphasis in Finance or Business Administration: and at least 3 years of experience in professional governmental accounting, auditing or budgeting.
- Considerable knowledge of the principles, methods, and practices of governmental finance, accounting, budgeting and reporting; knowledge of the principles and practices payroll and personnel management.
- Ability to plan and organize activities; ability to communicate effectively both orally and in writing; ability to establish effective working relationships with other personnel, other departments and other division personnel, City management, ability to coordinate multiple projects.
- Skill in the application of modern methods of computerized data processing skill in analyzing, interpreting and reporting governmental fiscal and financial data.
- Computer keyboard, monitor, and related software.
- Mechanical office equipment including typewriter, 10-key calculator, copy machine, telephone, and fax machine.
- A variety of printed materials such as computer printouts, financial statements, reference materials, etc.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

- Finger dexterity, hearing, talking, and repetitive motions.
- Some exposure to unpleasant citizens must be able to handle tactfully.
- Work is primarily sedentary, requires the exertion of up to 25 pounds of force occasionally and a negligible amount of force frequently to lift or otherwise move objects.
- Vision Requirements: The minimum standard for those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal and extensive reading.
- The worker is not substantially exposed to adverse environmental conditions.

SUPERVISION:

This position is under the direct supervision of the City Manager

EEO Class: Office/Administrative (AO/9311) FSLA Status: Exempt

Grade: S3-S5

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications. Any essential function or requirement of this class will be evaluated as necessary should an

incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA).

I understand and agree that my employment is at will and for no term of definite duration. I also understand and agree that either the City of Harrah or I may terminate my employment relationship at any time.

Employee

Date

The City of Harrah, Oklahoma is an Equal Opportunity Employer