

City of Stafford
2610 South Main St.
Stafford, Texas 77477
(281) 261-3900

Position: Director of Human Resources

Class Structure: Management

Class: Director

Level: 3

Department: Human Resources Department

Pay Range: \$93,000- \$110,000

Submit application/resume: Mayor Leonard Scarcella, mayor@staffordtx.gov

Posting Date: May 4, 2017

Closing Date: Open Until Filled

POSITION FUNCTION

The Human Resources Director is a supervisory position with the obligation to plan, direct, manage and oversee the activities, projects and operations of the Human Resources Department. This Director is responsible for all human resource activities of the City who shall develop and recommend policy for human resource management issues to ensure legal compliance, sound personnel practices and understanding of implications of all policy decisions who shall be responsible for areas of human resource management: including staffing, development, compensation and benefits and grievances.

The Human Resources Director reports directly to the Mayor and receives general administrative direction from the Mayor, confers with City Council Members, acts upon City Council's motions and provide responsible administrative support to the Mayor and City Council.

BACKGROUND IMPACTING POSTION:

The City of Stafford is widely recognized as the largest city in Texas which does not assess a city property tax. The majority of city funds are derived from the city sales tax. The City Council has emphasized the responsible use of city funds and resources. The prudent administration of all matters related to personnel in the budget and proper utilization of funds and resources by the Human Resources Department is a critical component of preserving the City's strong fiscal status. The Human Resources Director is a key employee in this pursuit.

ESSENTIAL RESPONSIBILITIES AND DUTIES OF POSTION:

- Supervises, trains, directs, recommends hiring, evaluates staff, and administers discipline. Takes corrective action as necessary and timely, in accordance with City policies. Consults with each of the other departments in order to maximize the efficiency of the City.
- Develops, recommends and implements policy and guidelines for staffing programs to ensure recruitment, promotion and retention of qualified applicants.

POSITION TITLE: DIRECTOR OF HUMAN RESOURCES

- Develops and implements training and development programs for orientation, job skills and employee development.
- Develops, recommends and administers position classification, compensation and performance appraisal systems that ensure attraction and retention of qualified employees.
- Monitors and administers grievance procedures and addresses grievances of employees not resolved at the department level.
- Develops and administers safety and accident prevention programs.
- Develops, recommends and implements policy guidelines for employee benefit programs including group health insurance, retirement, deferred compensation and payment methods to determine the full and total cost of each employee.
- Ensures compliance with federal, state, and local legal requirements by researching existing and new legislation, consulting with outside advisors, and filing financial reports. Advises on the reasonableness of financial actions and the minimization of potential fiscal risks.
- Analyzes budgetary impact of personnel decisions and reports to the Mayor.
- Comprehends value of, and is instrumental in the pursuit of preserving the City's the zero property tax rate.
- Provides professional assistance to the Mayor team in all human resource related issues.
- Protects assets by establishing, monitoring and enforcing effective internal controls.

Knowledge:

- Knowledge of the function and organization of human resources management.
- Federal state and local legislation affecting human resource decisions.
- Regulations and requirements impacting human resource management.
- Risk management principles and issues associated with the human resource function.
- Knowledge of governmental structures and leadership.
- Knowledge of effective communication practices.

Skills:

- Outstanding math and writing composition skills to efficiently illustrate impact of personnel policies.
- Strong math and writing skills to perform effectively in interpersonal situations.
- Skill to effectively perform managerial responsibilities.
- Skill to establish rapport and elicit cooperation from others.

POSITION TITLE: DIRECTOR OF HUMAN RESOURCES

- Skill to communicate ideas, facts and technical information accurately, thoroughly and in a manner easily understood by the intended audience.
- Skill to effectively plan work activities and maximize utilization of resources.
- Excellent skills in problem solving.

Abilities:

- Ability to organize data and information and produce insightful reports.
- Ability to identify and use potential sources of data and information.
- Ability to make independent judgments.
- Ability to compose and deliver oral presentations to Mayor and Council.
- Ability to plan, organize and monitor subordinate employee work assignments to accomplish department objectives.
- Ability to set clear performance standards for subordinate employees.
- Ability to clearly and effectively present ideas in discussions and oral presentations.
- Ability to establish and maintain effective working relationships.

Formal Education:

- Bachelor's degree in Human Resource Management or related field.
- Human Resource Certification would be acceptable.
- Advanced degree desirable.

Relatable Work Experience:

- Five (5) years' experience in human resource management or leadership role in the public or private sector, 7 years preferred; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Training (License and/or Certification):

- Valid Class "C" Texas Driver's License.

THE CITY OF STAFFORD IS AN EQUAL OPPORTUNITY EMPLOYER