

APPALACHIAN COUNCIL OF GOVERNMENTS

POSITION DESCRIPTION

GOVERNMENTAL SERVICES AND HUMAN RESOURCES DIRECTOR

GENERAL PURPOSE

Provides a variety of complex analytical, administrative and technical work in the analysis of programs, services, systems, policies and procedures to devise the most efficient and effective methods of accomplishing the work of the city/county government. Performs a variety of complex administrative, technical and professional work in providing, directing and supervising the training program to meet regional training needs. Administers personnel duties for the organization. Reports to the Deputy Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides professional advice to local government officials, makes presentations to Councils, boards, commissions, civic groups, and the general public.

Recruits, hires, train, and manage staff to support program activities.

Acts as a team member or leader for activities within own program areas, as well as program, activities, and projects involving the entire agency.

Provides leadership and direction in the development of short and long range training plans, assistance to local governments, and other services as requested. Gathers, interprets, and prepares data for studies, reports and recommendations; coordinates training activities with other departments and agencies as needed.

Develops, solicits, and provides governmental assistance and training to employees and local officials through outreach as required.

Plans and directs implementation and administration of governmental services and training program.

Develops and maintains a training program that meets jurisdictions' management and training needs. Provides training in areas of sexual harassment, customer service, federal laws and regulations, ethics, and other areas as requested.

Provides professional advice to the city officials; makes presentations to councils, boards, commissions, civic groups and the general public.

Conducts retreats to assist councils, boards, and commissions in setting goals and objectives.

Communicates official plans, policies and procedures to staff, local government employees and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Acts as Personnel Director for organization, enrolls new employees in benefit and retirement programs. Keeps employees informed of benefit changes.

Assists Directors in recruiting and discipline areas, posts advertisements in appropriate media outlets.

Provides governmental and personnel information and support to local jurisdictions.

Plans, coordinates and arranges the City/County Managers meetings.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Prepares a variety of studies, reports and related information for decision-making purposes.

PERIPHERAL DUTIES

Prepares and submits to officials such reports as may be required or as deemed advisable to submit.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from an accredited four-year college or university with a degree in human resources, public administration, business management or a closely related field, and
- (B) Five (5) years of experience in a human resources capacity, with two (2) years of experience in administration of local government, conducting and coordinating training, or personnel experience; or
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of modern policies and practices of public administration, public personnel administration; thorough knowledge of employee recruitment, selection, training, and labor relations; general knowledge of risk management and safety practices;
- (B) Skill in preparing and administering training presentations, classes and seminars; skill in planning, directing and administering personnel training programs and systems; skill in operating the listed tools and equipment;
- (C) Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials, and the general public; ability to efficiently and effectively administer a human resource training system.

- (D) Ability to accurately record and maintain records; Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public; Ability to communicate effectively verbally and in writing; Ability to meet deadlines under stressful conditions; Ability to speak in public and make presentations.

SPECIAL REQUIREMENTS

Must have a valid S.C. Driver' s license or ability to obtain one.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including word processing, database and spreadsheet programs, including PowerPoint; calculator, television, Cloud servicer system, overhead projector, telephone, copy machine and fax machine.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described is representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand, sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The noise level in the work environment is usually moderately quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The 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.

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