

POSITION TITLE: DIRECTOR, PERSONNEL

DEPARTMENT: PERSONNEL

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Municipal Administrator

POSITION REPORTS TO

DIRECT REPORTS BY TITLE:

Administrative Secretary
Secretary

DIRECT: 2 **INDIRECT:** 0

POSITION FUNCTION

This position is responsible for administering and directing the City's personnel functions; ensuring uniform application of City policies; ensuring City compliance with all applicable state, federal and local employment laws.

JOB RESPONSIBILITIES

Recruits applicants for hire and assists with hiring and selection

Aids Mayor and staff in the disciplinary process

Coordinates safety and other types of training

Manages the City's benefits program

Interprets and enforces personnel policies and procedures

Serves as principle Labor Relations Officer, monitoring provisions of the City's collective bargaining agreements

Develops, interprets and revises personnel policies and procedures

Assists Civil Service Commission

Supervises office staff

Prepares, maintains and manages Department budget

Serves as Equal Employment Opportunity Officer, Americans with Disabilities Act Coordinator and City Safety Officer

Serves as a link for City Insurance and Workers' Compensation

Assists City personnel with concerns and problems

Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to sit, talk/hear and use hands to finger, handle or feel. Must be able to focus clearly at 20 inches or less.

REQUIRED SKILL SETS

Occupational/Technical Skills

Knowledge of Human Resource law; statutes of Equal Employment Opportunity and Americans with Disability Act legislation; Occupational Safety and Health Administration guidelines; and Worker's Compensation mandates

Ability to perform collective bargaining

Ability to use spreadsheet, database, word processing and selected job-specific software

Must maintain a valid Ohio Driver's License and have the ability to drive.

Administrative Skills

Ability to set goals and develop strategies and schedules for meeting them

Ability to plan, organize, assign and direct work of staff

Ability to handle multiple priorities and projects

Cognitive Skills

Ability to interpret a variety of technical information with abstract and/or concrete variables

Ability to identify problems, recognizing symptoms, causes and alternative solutions

Ability to make timely, sound decisions

Ability to interpret professional periodicals and journals, technical procedures, complicated policies, procedures, protocols, and government regulations

Ability to perform standard business arithmetic, including percentages and decimals

Ability to draw accurate conclusions from financial and numerical material

Ability to apply financial principles and numerical techniques to management problems

Knowledge of basic budgetary principles and practices

Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities

Communications Skills

Ability to speak effectively one-to-one

Ability to speak effectively before groups and to respond to questions

Ability to deliver effective presentations

Ability to demonstrate attention to and convey understanding of the comments or questions of others

Ability to use appropriate style, format, and tone in informal and formal business communications

Ability to prepare complex reports, position papers, analyses, policies and/or budgets

Interpersonal Skills

Ability to deal courteously and diplomatically with the general public

Ability to maintain issue confidentiality

Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors

Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions

Leadership Skills

Knowledge of administration and supervision of staff and activities

Ability to create an environment in which subordinates are rewarded for accomplishment of group and individual goals

Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently

Ability to monitor progress and exercise control

Ability to select and evaluate employees

Ability to provide performance feedback

Ability to facilitate professional growth

DESCRIPTION OF WORKING CONDITIONS

Work is typically performed in an office setting; incumbent works primarily alone and is subject to pressure from deadlines. Irregular activity schedules are common as are night and weekend meetings.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

Four-year college degree; five to seven years of relevant experience; valid Ohio Driver's license; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.