**Position Title:** Director, Personnel

**Department:** Personnel

**City of Bowling Green**

**Reporting Relationships**

<table>
<thead>
<tr>
<th>Municipal Administrator</th>
<th>DIRECT REPORTS BY TITLE: Administrative Secretary Secretary</th>
</tr>
</thead>
</table>

**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.