

ROWAN COUNTY HUMAN RESOURCES

JOB DESCRIPTION

Job Title : Assistant County Manager/Human Resources Director
Department: Human Resources
Revised : May 2021

Class : Official/Administrator
FLSA : Exempt

This job description supersedes any prior description for the Human Resources Director classification.

GENERAL DESCRIPTION

Complex administrative work in assisting the County Manager with all aspects of planning and administration of County government. Manages special projects as assigned by the County Manager. Initiative and a considerable degree of judgment are required. Directs the operations, programs, and services of assigned administrative departments including Human Resources, the Library, and others departments as assigned, Work is performed under the general supervision of the County Manager.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Directs and administers the functions of the Human Resources Department and staff and the Library Staff.

Drafts and develops County employment and personnel policies, programs, and procedures.

Maintains and administers the County's pay and classification system to ensure substantial equivalency by the N.C. Office of Human Resources.

Ensures that sufficient measures are taken with regard to employee files in order that confidentiality is not breached.

Provides counsel and assistance to department directors in regards to personnel policies, supervision, employee relations, disciplinary actions, grievances, and conflict resolution

Reviews and approves requests from departments regarding salaries for all personnel actions including new hires, promotions, transfers, career development and reclassifications.

Analyzes and interprets employment laws and court cases to ensure policies and procedures are in compliance.

Researches, drafts, and composes the employer's position statement in response to EEOC complaints.

Investigates and responds to employee appeals and grievances; investigates and responds to employee complaints of discrimination, sexual harassment, and workplace harassment.

Uses considerable independent judgment and discretion in meeting with staff and department directors to explain and interpret policy in rendering services and conducting appropriate procedures.

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Analyzes on a continual basis the work flow of the Department to ensure that all staff knows what processes and procedures are to be followed in making sure all programs are coordinated.

Reviews objectives of Human Resources and formulates specific goals and procedures to accomplish objectives.

Interviews applicants and hires departmental staff; manages and evaluates performance of staff; completes performance appraisals; and monitors training needs based upon job requirements and changes.

Prepares the annual Human Resources budget and monitors and controls approved departmental budgetary expenditures.

Analyzes the human resource needs of various departments and makes recommendations for upgrades, reclassifications, and additions to staff.

Assists supervisors and department directors in administering appropriate disciplinary procedures; reviews written warnings and dismissal letters for department directors to ensure compliance with legal requirements.

Participates on boards and councils as required.

Administers the County purchasing functions including the procurement of materials, equipment, and supplies, purchase orders and invoices, vendor negotiations, bid specifications, sale of surplus personal property, fixed asset management, county vehicle management.

Directly supervises the Library Director and associated personnel.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of the principles, practices, and techniques of efficient administration of Human Resources.

Extensive knowledge of personnel and administrative principles and practices, as they relate to the administration of manpower planning, position classification and design, training, policy administration, and employee relations.

Extensive knowledge of pertinent employment laws and human resource related federal, state, and local laws and ordinances.

Considerable knowledge of the principles of behavioral science, business administration, human relations, and general management as they relate to administering comprehensive human resources programs; and of administrative, managerial, and supervisory practices and techniques involved in directing human resources programs and services.

Ability to manage others in planning and development of new and improved human resource programs; to promote human resources practices and principles as part of the total job management process; to manage the work of staff.

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Ability to analyze and interpret policy and procedures and maintain confidentiality.

Ability to use discretion and independent judgment in advising department directors and supervisory staff on appropriate and legal personnel and disciplinary actions to be taken.

Ability to prioritize, manage, and coordinate multiple projects.

Ability to establish and maintain effective working relationships with the general public, employees, department directors, and government officials.

Ability to communicate effectively both orally and in writing.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 10 lbs or less. Work includes extended periods of time viewing a computer video monitor and operating a keyboard. Work may include operation of a motor vehicle.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Master's Degree from an accredited college or university in Human Resources, Public Administration, Business Administration and five years of human resources experience including supervisory or management experience preferably in local government. Certification as IPMA-SCP, SHRM-SCP, or SPHR is preferred.

**This job description does not create an employment contract,
implied or otherwise.**