

September 2020

**POSITION TITLE: DIRECTOR OF HUMAN RESOURCES AND ADMINISTRATION**

**DEPARTMENT: Human Resources and Administration**

**REPORTS TO: Executive Director**

**SUPERVISES: Administrative Assistants, Receptionist and associated clerical personnel.**

**PURPOSE:** Executive, consultative, supervisory, and planning work of a responsible senior management professional level in Human Resources and in assisting the Executive Director in the management of the Authority. Manages all human resource activities for the Authority, including necessary policy development; supervises the Administrative Services Division; develops and coordinates nondiscrimination activities; oversees coordination of board meetings; and oversight of agency records management. Individual must exercise independent judgment and creativity.

**ESSENTIAL TASKS OF THE POSITION:**

1. Develops and manages all human resource activities for the Authority; including but not limited to recruitment/hiring; orientation programs; collective bargaining and employee relations; benefits, including retirement plans, life insurance, health and dental plans, wellness and employee assistance programs; workers' compensation; performance review process; job descriptions; handbooks; information; personnel records; leave benefits; and reporting requirements.
2. Negotiates, implements, and administers collective bargaining agreement, liaison with union group and labor attorney.
3. Coordinates classification and compensation reviews.
4. Develops and administers administrative, operational and personnel policies and procedures, ensuring consistency and compliance with all applicable contracts, Fair Labor Standards, state and federal laws, rules, and regulations.
5. Oversees reporting required under the Affordable Care Act, Medicare, Census/Health Care, Census/payroll, Vermont DOL New Hire, Catamount, etc.
6. Coordinates activities of the Administrative Services Division; supervises and trains Administrative Assistants and associated personnel.
7. VSHA nondiscrimination coordinator, including policy development and compliance on requirements under HUD Section 504, ADA, Fair Housing Amendments, and state regulations.
8. Assists in strategic planning for the Authority; prepares VSHA's Disaster Plan.
9. Supervises the coordination of meetings and agenda materials for Authority Board of Commissioners meetings.
10. Oversees the Authority's official and permanent records.

11. Develops health and safety procedures, security measures and associated training.
12. Plans and, coordinates offices spacing, and purchases required workstations and associated equipment.
13. Signatory on all VSHA's and associated bank accounts.
14. Supervises administrative staff.
15. Performs other related functions and activities as required or as directed by the Executive Director.

**POSITION REQUIREMENTS AND QUALIFICATIONS:**

**Education:**

1. Bachelor's Degree in Human Resources or a related field. (A combination of education and experience meeting the required skill set may be considered.)

**Experience:**

1. Minimum five years of progressively responsible experience at a professional level in human resources management with considerable knowledge of personnel regulations and operations, administrative services, and contractual responsibilities; including two - three years supervisory responsibilities.

**Skills and Abilities:**

1. Thorough knowledge of the goals and objectives, policies, functions, procedures, organization, background and governing laws and regulations of the Authority.
2. General knowledge of public administration and principals of organization, with particular reference to housing issues and state/local government.
3. Considerable knowledge of human resource and personnel administration, collective bargaining philosophy and administration, and related federal and state regulations.
4. Ability to research and analyze information, correctly interpret, and apply complex laws and regulations, develop applicable policies, and prepare a variety of reports.
5. Excellent writing, editing and proofreading skills.
6. Strong work ethic, interpersonal skills and ability to communicate effectively orally and in writing on all levels; must exercise a high degree of confidentiality, judgement, courtesy and tact; and establish and maintain effective working relationships with employees, officials, agencies and the general public.
7. Strong time management and organizational skills; ability to handle a heavy workload with multiple and diverse priorities; take initiatives and make decisions within the framework of Authority policies and state and federal rules and regulations.

8. Ability to plan, assign, supervise and evaluate the work of subordinate employees.
9. Knowledge of or ability to learn and use a variety of computerized programs relative to the position.

**Certificates/Registrations/Licenses:**

1. Must possess a valid driver's license, dependable private means of transportation, and carry liability insurance of at least \$50,000.

**Working Conditions/Physical Demands:**

1. Full-time salaried position, 40 hours per week/Executive Staff, non-union position.
2. Office environment.
3. Ability to perform managerial duties. Work also involves walking, standing, and driving for brief periods of time.

**Equipment Used:**

1. Computer, printers, telephones, fax, copy machine, calculator, general office equipment.

**PAY CLASSIFICATION: EXEMPT**