

## Town of Speedway Job Description

**Job Title: Human Resources Manager**

**Status: Part-Time/Non-exempt**

**Department: Administration**

**Date: 1/1/22**

**Reports To: Town Manager**

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**Position Summary:** Primarily responsible for the origination and leadership of the Human Resources practices and objectives that provide an employee-oriented, safe and healthy work environment, high performance culture that emphasizes empowerment, quality, productivity, key employee engagement and standards; goal attainment and the recruitment, onboarding and development of a strong workforce. Responsible for the development of processes and metrics that support the achievement of town's goals; the coordination of employee-related services, policies and programs and the sound, consistent counsel on personnel issues to the town employees and supervisors.

### **Primary Duties:**

- Plan, foster and support effective strategies to continuously improve employee morale and productivity; serve as the primary leader, advisor and coordinator on employee relations and activities.
- Provide effective tactical guidance and instruction for the daily execution of the operation.
- Provide Human Resources support to supervisors and staff.
- Implement Performance Management Program; attend Individual Productivity Discussions and provide guidance on proper recognition, promotional and remedial actions.
- Coach, train and mentor managers on performance counseling.
- Assists in all safety-related audits, programs and initiatives.
- Lead and manage employee safety, welfare, wellness and health programs.
- Provide recommendations for employee services and counseling programs.
- Develop, monitor and optimize Key Performance Indicators (KPI's) for the facility's safety performance.
- Maintain and update job requirements and descriptions.
- Establish a recruiting, testing and interviewing program; counsel managers on candidate selection; conduct and analyze exit interviews and recommend changes to personnel staffing.
- Lead the training programs for all regularly scheduled training to maintain compliance; monitor, document and provide ongoing training efforts.
- Create and conduct new hire onboarding; evaluate and identify training deficiencies.
- Ensure legal compliance of all applicable Federal, State, County and Municipal labor laws and regulations; conduct investigations; maintain appropriate records and documentation and represent the organization at legal hearings and proceedings.
- Consolidate and manage documentation of all town HR policies and procedures.
- Create and maintain accurate personnel records.
- Network, educate, and develop relationships with HR specialists in the area and with other organizations in order to better counsel, have additional resources available, and maintain and advise on industry trends and standards within the field of Human Resources.
- Perform all other duties as assigned by Town Manager.

### **Qualifications:**

- Must be able to recognize potential risks to the organization and make appropriate recommendations to the Town Manager.
- Must use good judgment in making decisions that are in the best interest of the organization.
- Must work with administrative leadership to ensure all channels of management are communicating regularly and aware of critical opportunities and issues.

- Must be an effective speaker, presenter, with experience in instructional and public speaking.
- Must be able to train and supervise associates on proper processes, procedures and techniques.
- Must be able to develop and master report out capabilities.
- Must be able to provide creative and innovative solutions, to serve as a problem solver.
- Must be able to formulate and implement procedural initiatives to optimize performance; to foster and develop Best Practices.
- Must be able to lead by example; monitor adherence to rules, regulations and procedures.
- Must be able to demonstrate genuine interest in the associates and act with empathy and tact.
- Must be able to provide a robust stream of information to the associates; be a beacon of information and knowledge.
- Must be able to apply sound communication and motivational techniques to supervise, coach, mentor and discipline associates.
- Must be generous with praise and recognition; be an advocate of balanced feedback.
- Must be able to provide a sense of urgency and strong adherence to operational deadlines.
- Must be a proponent of teamwork, cooperation and collaboration.
- Must be able to demonstrate and foster a strong sense of town loyalty; consistently and enthusiastically possessing a positive attitude.
- Must be able to maintain confidentiality with privileged information.
- Must be able to continuously seek personal improvement and development.
- Must be proactive and be a resolutions-driven, results-oriented and responsive leader.
- Must possess adequate computer skills and proficiency.
- Must maintain a professional and courteous relationship with external and internal customers and vendors.

**Resumes may be submitted to [lisagschmitz@icloud.com](mailto:lisagschmitz@icloud.com)**