

POSITION DESCRIPTION

Position Title: Human Resources Director

Department: City Manager's Office
Division: Human Resources
Retirement: KPERS
FLSA: Exempt
Date: January 22, 2026

GENERAL PURPOSE

Serves as a member of the City's Management Team, providing leadership and guidance to all departments. Performs a variety of complex administrative, technical and professional work in directing and supervising the personnel systems of the organization, including classification, compensation, recruitment, selection, employee relations, risk management, and training.

SUPERVISION RECEIVED

Works under the general guidance and direction of the City Manager.

SUPERVISION EXERCISED

Exercises direct supervision of the HR Deputy Director. Exercises supervision over HR Administrative Specialist and other staff either directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Duties listed below do not include all tasks which may be performed.)

- Manages and supervises the human resources department to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Provides professional advice to the city officials; makes presentations to councils, boards, commissions, civic groups and the general public.
- Communicates official plans, policies and procedures to staff and the general public.
- Assures assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, etc.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Maintains harmony among workers and resolves grievances.
- Performs or assists subordinates in performing duties; adjusts errors and complaints.
- Prepares a variety of studies, reports and related information for decision-making purposes.

- Recruits, interviews, and assists in the selection of employees to fill vacant positions.
- Plans and conducts new employee orientation to foster positive attitude toward organization goals.
- Keeps record of insurance coverage, pension plan, and personnel transactions such as hires, promotions, transfers, performance reviews, and terminations.
- Conducts wage surveys within labor market; Analyzes wage and salary reports and data to determine competitive compensation plan.
- Prepares and administers budget for human resources department.
- Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.
- Represents organization at personnel related hearings and investigations.
- Contracts with outside vendors to provide services such as training, testing, or outplacement.
- Keeps records of hired employee characteristics for governmental reporting purposes.
- Plans and directs implementation and administration of benefits programs designed to insure employees against loss of income due to illness, injury, layoff, or retirement.
- Directs preparation and distribution of information to apprise employees of benefits programs such as insurance and pension plans, paid time off, employer sponsored activities, etc.
- Analyzes existing benefits policies of organization, and prevailing practices among similar organizations, to establish competitive benefits programs.
- Plans modification of existing benefits programs; Recommends benefit plan changes to management; Notifies employees of changes in benefits programs.
- Directs performance of clerical functions such as updating records and processing personnel actions.
- Prepares personnel forecast to project employment needs.
- Writes directives advising department heads of local, state and Federal policy regarding equal employment opportunities, compensation, and employee benefits.
- Consults legal counsel to ensure that policies comply with federal and state law.
- Develops and maintains a human resources system that meets top management information needs.
- Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization.
- Studies legislation, arbitration decisions, and policies to assess industry trends.

PERIPHERAL DUTIES

- Represents the City as a voting trustee on the Kansas Eastern Regional Insurance Trust (KERIT).
- Serves as the chairperson of the safety committee and oversees the KERIT safety program.
- Serves as the staff advisor to the Employee Council.
- Serves as human relations director in conjunction with the City's Human Relations Commission.
- Recommends for adoption by the City Commission HR updates as necessary.
- Reviews accident investigations and recommends corrective action when appropriate.
- Prepares reports and enters claim information for insurance carrier.
- Evaluates services, coverage, and options available through insurance and investment companies to determine programs best meeting needs of organization.

MINIMUM QUALIFICATIONS

Education and Experience:

(A) Bachelor's degree from an accredited college or university in human resources, public administration, business management or a closely related field.

(B) Minimum of seven (7) years of continuous and progressively responsible experience in a human resources capacity.

- (C) Any equivalent combination of education and experience, demonstrating increasing responsibility and management skills.
- (D) At least one year of supervisory experience.
- (E) Must possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.
- (F) Must be bondable and able to obtain Notary Public certification within six months of employment.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of modern policies and practices of personnel administration; thorough knowledge of employee classification, compensation and benefits, recruitment, selection, and training, employee relations; working knowledge of risk management and safety practices;
- (B) Skill in preparing and administering municipal budgets; skill in planning, directing and administering personnel programs and systems; must possess excellent time management skills; skill in operating the listed tools and equipment;
- (C) Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to multi-task; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials, and the general public; ability to efficiently and effectively administer a human resource system.

DESIRABLE QUALIFICATIONS

- (A) Master's degree in human resources, public administration, business management or related field.
- (B) Seven (7) to 10 years of full-time, directly related experience in a senior Human Resources capacity.
- (C) At least three (3) years of supervisory experience in a Human Resources capacity.
- (D) SHRM or PSHRA certification
- (E) Prior experience in a government setting.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer and software including word processing, database and spreadsheet programs; telephone, copy machine, scanner, and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

Will occasionally assist stressed and upset employees through a variety of circumstances.

SELECTION GUIDELINES

Formal application and review of qualifications, education and experiences; testing which may include: written and/or practical examination, oral interview, final selection, background investigation, reference check and post-offer medical examination to include a drug screen.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVAL AUTHORITY:

HR Director

Date

City Manager

Date