NATRONA COUNTY SCHOOL DISTRICT
EXECUTIVE DIRECTOR OF HUMAN RESOURCES

DEFINITION

Under administrative direction, to plan, direct, manage, and oversee the activities and operations of Human Resources including recruitment and selection of certified and classified employees, training, staff development, staffing, substitutes, workers’ compensation, safety, and grievances; to coordinate assigned activities with other District departments, divisions, schools, and outside agencies; and to provide highly responsible and complex administrative support to the Associate Superintendent and the Superintendent.

SUPERVISION EXERCISED

Exercises direct supervision over management, supervisory, professional, technical and clerical staff.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES Important and essential duties may include, but are not limited to, the following:

Assume management responsibility for all Human Resources activities including recruitment and selection of certified and classified employees, training, staff development, staffing, substitutes, workers’ compensation, safety, and grievances.

Manage the development and implementation of Human Resources goals, objectives, policies, and priorities for each assigned service area; establish, within District policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent Human Resources to other District departments, divisions, schools, elected officials and outside agencies; explain and interpret Human Resources Division programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Select, train, motivate, and evaluate Human Resources personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement and monitor discipline and termination procedures.
ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (continued)
Important and essential duties may include, but are not limited to, the following:

Plan, direct, and coordinate the Human Resources work plan; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Manage and participate in the development and administration of the Human Resources Division budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Coordinate Human Resources activities with those of other departments, divisions, schools, and outside agencies and organizations.

Provide staff assistance to the Superintendent; serve as a member of the Superintendent's Cabinet; prepare and present financial reports, staff reports, and other necessary correspondence.

Attend School Board meetings; present items to the School Board; serve as a resource at School Board meetings.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Human Resources Division programs, policies, and procedures as appropriate.

Review pertinent human resources legislation and ensure District compliance with rules, regulations, and laws; ensure timely and accurate reporting of data to Federal and State authorities.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resources.

Respond to and resolve difficult and sensitive inquiries and complaints.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a comprehensive human resources program

Executive Director of Human Resources
Page 2 of 4
Knowledge of: (continued)

Organization and management practices as applied to the analysis and evaluation of human resources programs, policies, and operational needs

Modern and complex principles and practices of program development and administration

Business law including contract law

Advanced principles and practices of budget preparation and administration

Principles of supervision, training, and performance evaluation

Pertinent human resources Federal, State, and local laws, codes, and regulations

Safe driving principles and practices

Skill to:

Operate modern office equipment including computer equipment

Operate a motor vehicle safely

Ability to:

Provide administrative and professional leadership and direction for the Human Resources Division

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient human resources programs, services, and activities

Plan, organize, direct, and coordinate the work of management, supervisory, professional, technical, and clerical personnel; delegate authority and responsibility

Select, supervise, train, and evaluate staff

Identify and respond to community, Superintendent's, and School Board human resources issues, concerns, and needs

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals

Research, analyze, and evaluate new service delivery methods, procedures, and techniques
Ability to: (continued)

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner

Prepare clear and concise administrative and human resources reports

Interpret and apply the policies, procedures, laws, and regulations pertaining to human resources programs and functions

Communicate clearly and concisely, both orally and in writing

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Education Guidelines:
Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five years of management and administrative experience
Human Resource experience in K-12 public education desired

Education:

Master’s degree from an accredited college or university with major course work in education, human resource, or a management related field

License or Certification:

Senior Professional in Human Resource (SPHR) certification desired

Possession of, or ability to obtain, an appropriate, valid driver's license

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations

Effective Date: July 2000
Revised: March 2009
Revised: March 11, 2015