WILTON MANORS
JOB DESCRIPTION

POSITION TITLE: Human Resources Manager
CODE: 5002
FLSA STATUS: Exempt

GENERAL DESCRIPTION OF DUTIES

Under general direction, the purpose of the position is to assist in the planning, organization, and direction of all Human Resource functions for the City. Employee performs complex managerial work with responsibility for recruitment and assessment, classification and compensation, employee assistance, benefits/health and safety, employee and labor relations, background investigations, and training and organizational development. Employees in this classification ensure compliance with policy guidelines, regulations and collective bargaining agreements. Incumbent exercises independent judgment and initiative in administering the operations of Human Resource functions, however, may confer with the Director of Human Resources in unusual or legal matters. Performs related work as directed.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Manages Human Resources functions to promote the accomplishment of departmental schedules, goals and objectives.
- Assists in the development, evaluation and implementation of policies and procedures for the Human Resources Department to promote maximum office efficiency and effectiveness; submits recommendations for improvements or modifications of policies and procedures.
- Manages selection procedures, hiring practices, classification and pay practices, employee group health and life insurance plans, and training/organizational development programs.
- Directs, manages and evaluates Administrative Secretary; manages the organization and direction of daily departmental functions.
- Assists in the planning, scheduling and coordination of programs under charge, i.e., recruitment and assessment, selection and placement, classification and compensation, management development, collective bargaining, employee assistance, benefits/health and safety, and training and organizational development.
- Prepares reports relative to Human Resources operations as directed.
- Assists with the management of the departmental budget; performs functions under charge within established budgetary parameters.
- Maintains open and effective communication with all levels of employment for the dissemination of information and effective departmental operations.
- Performs related work as directed.

Human Resources Manager 5002

MINIMUM QUALIFICATIONS

EDUCATION / CERTIFICATIONS / EXPERIENCE

Bachelor's Degree in Human Resources or related field; supplemented by two (2) to three (3) years responsible experience in Human Resources work, e.g., recruitment and assessment, classification and compensation, employee assistance, benefits/health and safety, employee and labor relations, background investigations, and training and organizational development; or an equivalent combination of education, training, and experience.

Wilton Manors is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Wilton Manors will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.