



Office of the Town Manager  
114. N Raiford Street  
Selma, North Carolina 27576  
Phone (919) 965-9841  
[www.selma-nc.com](http://www.selma-nc.com)

## Human Resources Manager Vacancy

Do you have a desire to be a part of a progressive and dynamic organization? Look no further than the Town of Selma, North Carolina --- A "Triangle East" Community. The Town of Selma is actively seeking an experienced individual to join our TEAM as the Town's next *Human Resources Manager!*

As an integral part of the Town's Leadership Team (under the general direction of the Town Manager), the Human Resources Manager will be responsible for implementing Human Resources programs and services in the areas of Talent Acquisition, FLMA Administration, Training and Development, Employee Relations and Special Projects.

In this unique role, one will have the opportunity to:

- Develop and modify programs, policies and projects
- Work with community groups and individuals to address citizen needs
- Plan administrative special events
- So much more!

The starting salary for this (FSLA "Exempt") position will be dependent on qualifications; the expected hiring range is \$35,000 - \$45,000. The position is open until filled; however, the first review of applications will occur on January 25, 2019.

### **Desirable Education and Experience**

Graduation from an accredited four year college or university with a major in personnel, business or related human service field and considerable experience of a progressively responsible nature in personnel management; or an equivalent combination of education and experience.

### **Highly Preferred Special Requirements:**

- Valid North Carolina Driver's License
- At least 3 years of governmental budgeting experience
- 3 years of government experience (local, state or federal)
- SPHR, PHR, IPMA-SCP, IPMA-CP, SHRM-CP OR SHRM-SCP Certification

Selected applicant will be required to complete a background investigation, pass a pre-employment physical and a drug-screening test.

Applicants may submit a resume; however, resumes are not accepted in lieu of a completed and employment application. It is preferred that all completed and signed Employment Applications be submitted via email to [ssult@selma-nc.com](mailto:ssult@selma-nc.com). Other acceptable methods of receipt are via hand delivery or U.S. Mail to the attention of Susan Sult, Human Resources Manager, Town of Selma, 114 N. Raiford St., Selma, NC, 27576. The Town of Selma is an EEO/M-F/AA/ADA/Drug-Free Employer.

As required by law, the Town of Selma participates with E-Verify to determine legal employment eligibility status.



## **HUMAN RESOURCES MANAGER**

### **General Statement of Duties**

Performs professional and administrative work in managing the human resources systems for the Town.

### **Distinguishing Features of the Class**

An employee in this class plans, organizes, develops, and implements a variety of human resources programs designed to help the Town achieve its mission and vision. Work includes developing policies and programs, facilitating the identification and removal of barriers to productivity in the organization, and planning for the implementation of personnel practices with management and employees. Functions include benefits administration and compensation, recruitment and selection, employee relations, training and development, performance evaluation programs, policy administration, safety, and personnel records management. Work requires an understanding of organizational development, human behavior, the laws and regulations affecting the human resources management field, considerable judgment and initiative in the development of programs and policy interpretation and application, strong interpersonal skills and customer service focus, and sound judgment in maintaining confidentiality regarding personnel actions. Work is performed under the supervision of the Town Manager and is evaluated by discussion, reports, observation, and feedback from managers and employees.

### ***Essential Duties and Responsibilities***

- Develops, plans and implements goals and objectives, policies and priorities of the human resources programs designed to help the organization achieve its mission.
- Develops and implements a wide variety of personnel systems designed to hire, train, motivate and retain employees; works with management, department heads, supervisors, and employees in identifying and addressing conflicts, communications barriers, or other problems that negatively impact morale and productivity; facilitates conflict resolution and problem-solving regarding issues that detract management and/or employees from a high level of motivation and productivity; and assists with determining appropriate disciplinary and grievance responses.
- Participates as part of the Town's management team; develops and recommends personnel programs and policies; researches existing and new programs for alternative and innovative proposals; seeks legal advice, as necessary; and implements new programs and policies once the Manager and Council approves; advises the Town Manager on personnel related issues; confers with department heads on policy issues and interpretation; advises employees on personnel policy and program matters.
- Coordinates the recruitment and selection programs for the Town; writes advertisements; screens applications; assists with developing interview questions; participates in interviews when needed; coaches supervisors and managers in effective and legal hiring practices; maintains and checks records for adverse impact; assists with reviewing screening methods of job-relatedness and effectiveness; and oversees background and reference checks, drug test, and other final hiring steps.
- Reviews, researches, and recommends various benefits programs; coordinates open enrollment and other activities to promote and communicate benefits information; coordinates worker's compensation programs; answers employee questions and explains program features, guidelines and processes.
- Completes or oversees required federal and state reporting; oversees compliance of routine federal and state compliance records. Administers the classification and pay system; reviews requests for new positions and allocates to existing classification plan or recommends new classes within the plan

structure; coordinates classification and compensation system updates with consultants.

- Conducts training needs assessments and provides or coordinates training for employees and managers; develops and conducts or oversees employee orientation and other related programs.
- Establishes and maintains an effective safety program including training, policy development and administration, accident investigation, coordination with risk management vendors and regulatory agencies; provides internal consultation to departments regarding safe procedures and work requirements; uses employee committee structure to identify safety issues and communicates program material; completes required employee safety reports.
- Provides internal consultation on performance evaluation program, merit pay program, and incentive and recognition programs; participates in determining if programs achieve objectives and are consistent with organizational vision and values. Supervises the work of a technician assisting in benefits administration, hiring process, wellness programming, employee recognition activities, and other human resources programs.
- Facilitates and participates in employee focus groups and teams designed to gather feedback and recommendations for organizational changes. Participates in various risk management activities including safety audits, unemployment hearings, and discrimination claim responses. Develops, recommends, and defends operation budget for department.

#### ***Additional Job Duties***

- Makes periodic presentations to managerial and employee groups.
- Performs special personnel related projects for the Town Manager.
- Performs related duties as required.

#### ***Recruitment and Selection Guidelines***

- Considerable knowledge of the theory, principles and practices of human resource management, including the functional areas cited, and human behavior.
- Considerable knowledge of the laws, principles, court cases, and regulations that apply to personnel policies and practices in the public sector.
- Considerable knowledge of the trends and modern technology applicable to the human resources fields.
- Some knowledge of organization development and organizational psychology.
- Some knowledge of principles of organization and management and statistical concepts and methods.
- Skill in problem-solving, conflict resolution, and group facilitation.
- Ability to organize and administer various program activities; maintain appropriate records; and ensure compliance with state and federal regulations.
- Ability to establish and maintain an effective personnel program, and to provide management with costs projections, program accomplishments and recommendations for implementing new programs.
- Ability to develop long-term plans and goals for the human resources programs.
- Ability to analyze facts, programs, and benefits costs and make recommendations and reports in oral and written forms.
- Ability to maintain the confidentiality of personnel records and discussions.
- Ability to establish and maintain effective working relationship with other officials, department heads, employees, and the general public.
- Ability to be innovative and creative in designing new programs, proposing policy changes, and recommending motivational and organizational development to managers.

#### ***Physical Requirements***

- Must be able to perform the basic life operational skills of fingering, talking, hearing and repetitive motions.
- Must be able to perform sedentary work, exerting up to 10 pounds of force occasionally, and/or a

negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

- Must possess the visual acuity to prepare and analyze data and figures, perform accounting tasks, operate a computer, and do extensive reading.

***Desirable Education and Experience***

- Graduation from an accredited four year college or university with a major in personnel, business or related human service field and considerable experience of a progressively responsible nature in personnel management; or an equivalent combination of education and experience.
- Possession of valid NC Driver's License
- Notary Public in North Carolina (or ability to obtain certification within six months of hire).

***FLSA Classification***

Exempt