

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: Executive Director, Human Resources Services

FLSA: Exempt

GENERAL SUMMARY

Under limited direction plans, develops and implements all District human resources management functions. Plans, directs and oversees employee recruitment and selection, employee relations, compensation and benefits, training and development, legal compliance, policy and procedure implementation, and performance management. Assists the Superintendent in the development of strategic planning, policy development and implementation of objectives. Reports to the Superintendent.

ESSENTIAL FUNCTIONS

Directs, plans, coordinates, and implements a comprehensive personnel program for the school District in support of District strategic goals and operational/educational needs. Provides assistance to the Superintendent as needed to assess, formulate and implement plans, policies and procedures for the District.

Supervises subordinate personnel staff through such activities as instructing, assigning and reviewing work, planning, allocating personnel, acting on employee problems, and recommending promotions and disciplinary action.

Directs and administers a program of positive recruitment for filling vacant positions and assists administrators in executing internal and external recruitment activities for new employees. Assists the Superintendent in employing key administrators for the District.

Coordinates and monitors the District personnel budget.

Oversees and ensures proper recordkeeping and updating of policies, procedures, regulations, and employee information.

Interprets and formulates personnel policy and procedures and provides related advice to administrators, employees and staff; recommends new or revised policies and/or procedures as warranted.

Ensures the District's compliance with board policies and District procedures and applicable state and federal employment laws. Coordinates with the District's legal counsel on personnel matters as required.

Authorizes and/or approves salary actions including pay adjustments, experience credits, and promotions; authorizes and/or approves transfers and terminations.

Reviews special requests for leaves of absence and conducts interviews with employee requesting such leave as necessary.

Conducts day to day, short term, and long range planning activities in order to maximize time utilization, ensure efficient and effective organization of operations, and forecast needs within the various functional areas of the human resources division.

As delegated by the SC Department of Education, administers the approval and processing of certificate renewal credits.

Implements, administers and/or coordinates a wide variety of personnel and related programs such as wellness programs,

retirement counseling programs, employee orientation programs, staff development, etc.

Assists other District administrators as needed to respond to personnel related problems, needs, requests, issues, etc.

Receives and processes, as appropriate, requests for selection of Assessment Center candidates in accordance with the School District of Newberry County.

Receives and reviews various records and documents such as leave requests, job applications, employee evaluations, staffing/budget planning records, etc.

Serves as the Public Information Officer for the school district, ensuring that information is disseminated in an appropriate and timely manner

Operates general office equipment such as a copier, computer, and calculator.

Performs other related duties as required.

JOB SPECIFICATIONS

Education and Experience:

Master's degree in Personnel or Education Administration or a related discipline with six to nine years of experience in Personnel Management or School Administration; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

Knowledge:

Extensive knowledge of human resources management functions, programs, policies, procedures, and systems. Knowledge in the development, planning, organization, implementation and management of personnel programs and practices designed to attract, retain and reward qualified employees. Knowledge of the principles of management, and the standards, regulations, and laws relating to personnel activities. Knowledge in the proper methods for development, implementation and control of financial resources and budgets. Knowledge of all requirements related to personnel activities, e.g. recruitment and selection, safety standards, recordkeeping, equal employment, etc. Knowledge of general computer applications and their utilization as related to specific tasks and responsibilities. Knowledge of effective training methods. Knowledge of grants and state-mandated programs related to training for certificated District personnel. Strong knowledge of word processing applications, spreadsheets, electronic file management, the internet, and reporting and presentation software. Knows how to keep abreast of changes in policy, standards, procedures, and regulations pertinent to personnel and community relations functions.

Skills/Effort:

Advanced management, organizational, human relations, communications and interpersonal skills. Ability to develop and maintain effective working relationships with District staff. Ability to plan, develop, administer, and monitor various personnel activities and programs in compliance with all relative federal and state regulations, and District policies, procedures and standards. Ability to use independent judgment and discretion in directing and managing personnel and employee relations and recruitment activities. Ability to instruct others through explanation, demonstration and supervised practice, and/or make recommendations on the basis of technical disciplines. Ability to prepare and monitor the department budget. Ability to create electronic reports and presentations, use the internet efficiently, communicate electronically via e-mail, and manage electronic data and files in an organized manner. Ability to complete, process, and maintain all required records, reports, and confidential personnel information. Ability to develop and maintain effective communications with District employees, immediate supervisor, media representatives,

attorneys, and the general public. Ability to operate general office equipment such as a computer, calculator, copier, etc.

Working Conditions:

Office environment with little exposure to environmental conditions. Physical demands are restricted to general office activities requiring movement/lifting items weighing up to ten pounds. Routine local travel required; occasional overnight travel required. Requires ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines. Duties of the job require frequent use of a computer monitor and related equipment.

Responsibility:

Responsible for the personnel and community relations budget.
Supervises personnel and community relations staff.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____	Date: _____
_____	Date: _____
_____	Date: _____