



# Director of Human Resources

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The Town of York, a coastal community comprised of the villages of Cape Neddick, York Harbor, York Village and York Beach, is accepting applications for the position of Director of Human Resources.

The Director of Human Resources is a stand-alone position, providing management and direction of all Human Resource activities for the Town of York. The Director communicates regularly and collaborates productively with all members of management staff on the wide range of personnel matters.

This is highly responsible work in planning and coordinating a variety of functions including employee relations efforts, staff planning, recruitment and selection, state and federal employment compliance standards, staff training and organizational development, grievance resolution, participation in labor negotiations and contract administration, employee safety and wellness, and customer service and performance management.

The Director of Human Resources is responsible for the development, implementation and ongoing maintenance of the Town's Human Resource Policies. Such responsibilities include assuring compliance with all state and federal personnel mandates (i.e. ADA, FMLA, Sexual Harassment, OSHA, worker's compensation, etc.)

As with all positions in the Town of York, the Director of Human Resources is responsible to know, understand, and exhibit the Core Organizational Values. All employees of York will be *honest, respectful, positive, caring, open, motivated* and *adaptable*.

A minimum of five years of Human Resources experience, with proven communication, negotiation, and leadership skills required. Bachelor's degree in public administration, human resources or applicable field. Graduate degree and municipal human resources experience desirable, but not required. Human resources certification (PHR, SPHR, SHRM-CP, SHRM-SCP) strongly preferred. The Director of Human Resources is an exempt (salaried), full-time, non-union, position. Starting salary dependent upon education/experience.

A complete list of duties, responsibilities and requirements can be provided upon request. Applications will be accepted until September 1, 2017 or until filled. The Town of York is an Equal Opportunity Employer.

Please submit a cover letter and resume to;

Town of York  
Stephen H. Burns, Town Manager  
c/o Missy Avery, Assistant to the Town Manager  
186 York Street  
York, Maine 03909  
[mmavery@yorkmaine.org](mailto:mmavery@yorkmaine.org)

If submitting electronically, please include "*Human Resources Director Application*"

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## *Director of Human Resources*

DEPARTMENT: Town Manager  
REPORTS TO: Town Manager  
CHARTER STATUS: Appointed

PAY GRADE: Non-Union, Salary, Grade 16  
FLSA: Exempt, full-time, non-union  
DATE: 8/17

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### ***Basic Purpose and Function***

The Director of Human Resources is a stand-alone position, providing management and direction of all Human Resource activities for the Town of York. The Director communicates regularly and collaborates productively with all members of management staff on the wide range of personnel matters.

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### ***Primary Duties & Responsibilities (Illustrative Only)***

- Provide effective leadership within the organization as a whole, for the boards and committees that they serve;
- Establish and maintain effective, harmonious work relationships with peers, officials and the public;
- Engage in positive, constructive problem-solving;
- Incorporate issues of sustainability into organizational and departmental decisions and operations;
- Promote appropriate transparency in the performance of their department as a means of enhancing accountability and maintaining public trust;
- Train and engage in ongoing professional development in all facets of the position to keep skills and abilities current with position demands and to improve and expand over time;
- Have a working knowledge of municipal budgets, with the ability to develop, present and administer department budgets, and have the ability to supplement funding by means other than local property taxation;
- Establish and manage short and long-term work goals and be able to simultaneously manage multiple overlapping priorities;
- Evaluate, analyze, manage and respond to matters from broad policy concepts to minute details;
- Assures adherence to all federal and state regulations relating to employment. Assures adherence to municipal ordinances, Town policies, procedures, and labor agreements.
- Oversees the Town's property and casualty, workers compensation and health insurance programs;

- Prepares plans relating to staffing, such as succession plans and plans for regional services;
- Assists the Town Manager and department heads in the development, implementation and maintenance of customer service tracking and reporting systems and performance measurement programs;
- Provides leadership and direction in the development of short and long range plans for human resource planning; gathers, interprets, and prepares data for studies, reports and recommendation regarding human resource issues; coordinates department activities with other departments and agencies as needed;
- Assist the Town in the resolution of employee grievances and disputes arising out of personnel actions, in accordance with the Town Collective Bargaining Agreements and all relevant educational and municipal policies and guidelines;
- Develops and oversees departmental and employee benefits budgets. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, and time;
- Oversees and provides guidance to the Town Safety Committee to develop effective safety programs for the Town. Acts as a case manager and manages liability in matters of Workers' Compensation in conjunction with Department Heads, Administrators and medical carriers.
- Serves as a member of senior management on task forces and committees participating in strategic planning efforts and management issues;
- Provides for competitive and equitable compensation programs by preparing position descriptions, obtaining external salary information, maintaining classification plans and recommending salary adjustments; coordinates selection and costing of benefits and resolves benefit related issues; researches new benefits; determines cost of such programs.
- Provides professional advice to Town officials, participates in meetings with the Board of Selectmen as required;
- Serves as resource person for all staff by disseminating information, interpreting and responding to inquiries regarding administration of personnel rules and regulations, terms of bargaining agreements, and administrative policies and procedures. Communicates official plans, policies and procedures to staff and the general public;
- Oversees staffing and recruiting processes to ensure hiring is done in a fair and efficient manner which ensure consistency with policies and legal compliance. Organizes interview panels, compiles interview panel packets, drafts interview questions, extends offers of employment, coordinates background checks and reference checks;
- Manages labor relations activities, including acting as Town's chief negotiator. Consults with department heads, supervisors, Town Manager, and Board of Selectmen to formulate management proposals for bargaining, grievance resolution or arbitration; develops preliminary contract language, takes notes and/or assists in presenting information at the bargaining table; supervises ongoing contract administration, and represents the Town in mediation, fact-finding and interest arbitration hearings;
- With the support and participation of legal counsel, represents the Town in administrative hearings such as unemployment, worker's compensation and human rights commission complaints. Investigates claims and prepares responses on behalf of the Town;
- Oversees General Assistance administration (internal or external) including discussing confidential cases, facilitating (poverty/hardship) tax abatement applications, creating and managing annual budget, conferring on the use of R.E.D. funds and overseeing the Property Tax Relief Ordinance;
- Oversees the administration and contracting for outside vendors to administer the Town's CDL Drug and Alcohol Testing program, employee assistance and health screening programs;
- Performs other projects and assignments as requested by the Town Manager.

***Minimum Required Qualifications (Education, Training & Experience)***

A minimum of five years of Human Resources experience, with proven communication, negotiation, and leadership skills required. Bachelor's degree in public administration, human resources or applicable field.

Graduate degree and municipal human resources experience desirable, but not required. Human resources certification (PHR, SPHR, SHRM-CP, SHRM-SCP) strongly preferred.

***Required Knowledge, Skills & Abilities***

- Competent user of computer and related technologies for general office work as well as function-specific needs, with the ability to become proficient with new and evolving software, technology and industry demands;
- Possess strong written communication skills with the ability to prepare a range of documents from a brief narrative to a detailed report;
- Possess strong verbal communication skills with the ability to provide a range of statements from an impromptu comment to a detailed presentation at a public meeting;
- Possess a thorough knowledge of the statutes affecting their position, including technical, administrative and labor laws;
- Understand and comply with Freedom of Information and Access requests;
- Most important skills of the position are honesty, integrity, versatility, and interpersonal communication skills;
- Thorough knowledge of the principles and practices of public human resources administration and the techniques employed in this field. Considerable knowledge of human resources principles and practices, managerial principles, techniques and practices;
- Skill in preparing and administering budgets; planning, directing, and administering human resources programs and systems;
- Ability to carry out multiple assigned projects to their completion;
- Ability to analyze a variety of personnel and management problems and make unbiased recommendations for their resolution; prepare working procedures; and develop and/or facilitate appropriate training as necessary.
- Effective oral and written communication skills. Ability to deliver and develop training presentations and/or act as a group facilitator/trainer;
- Ability to establish and maintain positive and effective working relationships with department heads, employees, job applicants, and the general public.

***Physical and Mental Requirements***

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

*Physical Requirements:* Sufficient speech and hearing are needed to convey and receive information over the phone, computer and in person. While performing the duties of this job, the employee will stand, sit, talk, reach with hands and arms, as well as use hands to finger, handle or feel objects, tools or controls. The employee must be able to lift up to 10lbs and have sufficient vision to perform the job.

*Mental Requirements:* While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; analyze and solve complex problems; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with staff, officials, the public, and outside agencies.

*The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned as requested by the Town Manager or their representative.*