

## CITY OF CORAL SPRINGS Classification Description

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**CLASSIFICATION TITLE:** Director of Human Resources  
**FUNCTIONAL AREA:** Human Resources Department

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### **WORK OBJECTIVE:**

Under executive direction of the City Manager, the purpose of the position is to administer the planning, organization, and direction of all human resource functions for the agency. Incumbent performs highly complex, managerial and strategic work with responsibility for areas including, but not necessarily limited to, recruitment and selection, records retention, classification and compensation, policies and procedures, employee assistance, benefits/health, pension, wellness, safety, employee and labor relations, background investigations, training, organizational development, agency surveys, citizens' services, and community relations. Employees in this classification administer functions to maintain compliance with broad policy guidelines, regulations and collective bargaining agreements. Incumbent exercises critical judgment and considerable initiative in administering the direction of human resource functions. Employee works with a high degree of independence, however, confers with the City Manager in unusual matters.

### **ESSENTIAL 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.

- Directs, manages and evaluates department management; directs and manages all Human Resources functions to ensure the accomplishment of departmental schedules, goals and objectives; develops, evaluates and implements policies and procedures for the Human Resources Department to promote maximum office efficiency and effectiveness throughout the organization.
- Conducts research, procedural and administrative studies in evaluating and enhancing Human Resources functions; formulates and implements recommendations for improvements or modifications based on data/findings.
- Evaluates and improves selection procedures, hiring practices, classification and pay practices, employee group health and life insurance plans, and training/organizational development programs. Identifies and recommends reasonable cost saving measures to address rising expenses.
- Administers the planning, organization and direction of all Human Resources Department functions.
- Directs planning, scheduling and coordination of programs, i.e., recruitment and selection, records retention, classification and compensation, policies and procedures, employee assistance, benefits/health, pension, wellness, safety, employee and labor relations, background investigations, training, organizational development, agency surveys, citizens' services, and community relations. Directs a staff of professional, technical, and support personnel engaged in the daily operations and administration of all Human Resources functions. Ensures an effective employee relations program is deployed throughout the organization that is mutually beneficial to employees and citizens.
- Prepares reports relative to policy development and implementation, recommending solutions or courses of action regarding human resources management functions.

## **Director of Human Resources**

- Develops, implements and controls departmental budget; ensures all functions and programs under charge are performed within established budgetary parameters, to include performing cost control activities, monitoring revenues and expenditures, and ensuring sound fiscal control.
- Represents the agency at various conferences, seminars and public professional meetings for the dissemination of information and continuing education programs.
- Maintains open and effective communication with all levels of employment for the dissemination of information and effective departmental operations. Interprets policies on a daily basis, providing accountable decisions within scope as needed. Implements and administers directives from City Manager. Serves as a spokesperson for City Manager in employee relations matters and Human Resources policies and procedures; acts as liaison between departments and the City Manager.

### **MINIMUM QUALIFICATIONS:**

#### **Education / Certifications / Experience –**

Bachelor's Degree in Human Resources or related field; supplemented by five (5) to seven (7) years progressively responsible experience in human resources work, to include two (2) to three (3) years experience in a supervisory/management capacity; or an equivalent combination of education, training, and experience.

#### **Knowledge, Skills, & Abilities –**

Thorough knowledge of State and Federal laws and regulations governing Human Resource administrative policies and procedures.

Thorough knowledge of modern administrative principles, practices and procedures of all phases of Human Resources administration.

Considerable knowledge of the terminology, job content and qualification requirements of a variety of occupations.

Considerable knowledge of recent developments, current literature and informational resources in the field of personnel administration.

Knowledge of statistical concepts and methods as they apply to Human Resources administration.

Ability to exercise sound judgment and discretion in decision making and all phases of responsibilities, and to analyze facts.

Ability to understand, follow and direct written and oral instructions.

Ability to effectively plan, direct and supervise a staff comprised of support, professional, and management staff engaged in carrying out departmental functions.

Ability to read, update and maintain various records and files.

Ability to access, operate and maintain various software applications.

Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines, calculators.

## **Director of Human Resources**

Ability to establish and maintain a professional effective working relationship with departmental personnel, all levels of employees, City officials, other government agencies and the general public.

Ability to express ideas clearly and concisely, orally and in writing.

Skill in written communications for the effective development and presentation of departmental reports and modifications to established codes and regulations.

### **PHYSICAL REQUIREMENTS:**

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

### **ENVIRONMENTAL REQUIREMENTS:**

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.