**DIRECTOR OF HUMAN RESOURCES**

**GENERAL STATEMENT OF RESPONSIBILITIES**

Under the general supervision of the City Administrator, the Human Resources Director is responsible for the strategic and operational leadership of the City’s Human Resource’s function. The Director designs, implements, and oversees HR policies, programs, and services that ensure compliance with applicable laws, foster organizational effectiveness, support employee well-being, and advance the City’s mission of public service.

The Director provides guidance on organizational structure, talent acquisition, workforce planning, training and development, compensation and benefits, employee and labor relations, risk management, and workplace culture. This role serves as the City’s Americans with Disabilities Act (ADA) Coordinator, Equal Employment Opportunity (EEO) Officer, and Title VI Coordinator. The Director manages and directs the work of HR staff, including the Benefits and Risk Coordinator, and provides oversight for the City’s benefits, risk management, and safety programs.

**ESSENTIAL JOB FUNCTIONS**

* Serves as a trusted advisor to the City Administrator, Mayor, Board of Mayor and Aldermen, and department heads on HR strategy, workforce planning, and organizational effectiveness. Ensures HR programs align with municipal best practices and evolving workforce needs.
* Develops, maintains, and enforces personnel policies, procedures, and employee handbook provisions in compliance with federal, state, and local laws. Administers compliance with FMLA, FLSA, Title VI, ADA, EEOC, OSHA, and other applicable laws/regulations.
* Oversee workplace investigations, disciplinary processes, and grievance resolution; provides expert guidance to leadership on employee relations matters.
* Oversee recruitment, selection, onboarding, and orientation of employees across all departments.
* Oversee, Design and/or administer training and professional development programs, including supervisory and leadership training, compliance training, and succession planning.
* Manages the City’s compensation and classification system; oversees employee benefits, retirement plans, and wellness programs; serves as liaison to insurance providers and retirement administrators. Ensures compliance with state/local retirement requirements and federal benefit mandates.
* Provides leadership for risk management programs, including workers’ compensation, OSHA reporting, and employee safety initiatives. Coordinates with the City’s Safety Committee and insurance partners to reduce workplace incidents and claims.
* Directs the use of the City’s HRIS system to ensure accurate recordkeeping, reporting, and analytics.
* Prepares, monitors, and administers the Human Resources Department budget; evaluates service effectiveness and ensures alignment of resources with City goals.
* Writes and updates job descriptions, ensuring accuracy and legal compliance. Directs classification and compensation studies as needed.
* Prepares and submits personnel information and data reports to OSHA, FWHA, DOL, the EEOC and other agencies as required.

**PERFORMANCE STANDARD**

The Human Resources Director is expected to model the highest levels of integrity, professionalism, and leadership. Employees at all levels are expected to work together to meet the needs of the community and the organization through work behaviors demonstrating the City’s values. The Director is also expected to set the standard for organizational ethics, confidentiality, accountability, and service, while fostering a culture of trust, equity, and employee engagement across the city workforce.

**REQUIRED KNOWLEDGE**

* **Human Resources Management** – Comprehensive knowledge of HR laws, regulations, and best practices in municipal government, including employee relations, classification and compensation, and compliance with state and federal employment laws.
* **Risk & Safety Oversight** – Knowledge of risk management practices, including workers’ compensation, OSHA compliance, safety initiatives, and workplace investigations.
* **Organizational Development** – Knowledge of organizational design, succession planning, workforce planning, training and development strategies.

**REQUIRED SKILLS**

* **Interpersonal Relationships/Customer Service** – Develops and maintains cooperative and professional relationships with employees, department heads, elected officials, contractors, and the general public. Effectively handles sensitive and confidential matters with discretion.
* **Computer Skills** – Utilizes HRIS, word processing, spreadsheet, and related software to complete administrative tasks with speed and accuracy. Prepares reports and maintains records efficiently.
* **Critical Thinking** – Uses logic and reasoning to understand, analyze, and evaluate complex HR and organizational challenges; identifies strengths and weaknesses of alternative solutions, forecasts implications, and recommends best approaches.

**REQUIRED ABILITIES**

* **Leadership** – Ability to lead and direct HR staff, provide guidance to department heads, and influence organizational culture through strategic HR leadership.
* **Time Management** – Ability to plan and organize work, establish priorities, and complete assignments in accordance with sound time-management methodology.
* **Communication** – Excellent ability to listen, understand, and present information clearly in both written and oral form. Skilled at presenting to elected officials, staff, and large groups.
* **Confidentiality** – Ability to handle sensitive employee and organizational information with discretion and the highest degree of professionalism.

**EDUCATION AND EXPERIENCE**

* Requires a bachelor’s degree in Human Resources, Business Administration, Public Administration, or related field.
* Master’s or Juris Doctorate degree preferred.
* HR certification (SHRM-CP/SCP, PHR/SPHR, or IPMA-CP/SCP) strongly preferred.
* 7–10 years of progressively responsible HR experience, including supervisory/leadership responsibilities; municipal or public-sector experience preferred.

**PHYSICAL REQUIREMENTS**

* Requires the ability to exert light physical effort in sedentary to light work.
* Some lifting, carrying, pushing, and/or pulling of objects and materials of light weight (up to 25 pounds).
* Tasks may involve extended periods of time at a keyboard or workstation.

**SENSORY REQUIREMENT**

* Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
* Some tasks require the ability to communicate orally.

**ENVIRONMENTAL EXPOSURES**

Essential functions are regularly performed without exposure to adverse environmental conditions.

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The City of Spring Hill is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, or any other characteristic protected by law. If you need assistance or accommodation due to a disability, please notify the Human Resources Department.