



## Sumner County Government Position Description Director of Human Resources

Reports to: County Mayor  
Policy date: April 2021

### OBJECTIVE

The human resources director is responsible for performing professional and administrative work by planning, organizing, and directing Sumner County Government's overall human resources and risk management programs.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Following are the essential duties and responsibilities of this position. These are not to be construed as exclusive or all-inclusive.

- Oversees and maintains the county's human resources programs, including employee classifications and compensation plans, employee job descriptions, employee relations, affirmative action, recruitment and selection assistance, employee enrollments, and employee status changes.
- Assist elected officials with employee relations issues.
- Oversees and maintains the county's risk management program, including the liability and on-the-job injury programs, in compliance with applicable laws and regulations.
- Creates and administers reliable strategic planning programs for human resources and risk management and ensures compliance with all applicable laws and regulations.
- Maintains and assists with formulating changes to county personnel policies.
- Fosters community outreach by developing a recruitment plan to increase minority and female applications and participate in local job fairs.
- Assists with employee searches when requested, including screening applicants, appraising qualifications, and recommending qualified candidates for interviews.
- Develops policies and administers programs for employee training, education, evaluations, safety, background checks, and drug screening.
- Conducts salary studies, reviews requests for salary changes and new positions and works with the finance director and the budget committee on any potential funding issues.
- Assist all county offices with personnel-related matters, including staff grievances and disciplinary actions.
- Processes required documentation for all newly hired and transferring county employees and provides the finance department with copies of all documentation necessary for payroll, taxes, benefits payments, Tennessee Consolidated Retirement System (TCRS) verification, financial reporting, and budgeting.
- Performs other duties as assigned by the county mayor.

## QUALIFICATIONS

- A. Education and Experience - The requirements listed below are representative of the education and experience required.
- A bachelor's degree in human resources, business, or closely related fields is required.
  - A master's degree is preferred.
  - A minimum of eight (8) years of professional, progressively responsible personnel management experience is required.
  - A minimum of five (5) years of supervisory experience is required.
  - County government experience is preferred.
  - A valid Tennessee driver's license is required.
- B. Knowledge, Skills, and Abilities – The requirements listed below represent the knowledge, skills, and abilities required.
- Thorough knowledge of Human Resources practices, legal principles, federal laws, and guidelines related to public personnel administration.
  - General understanding of the methods and techniques of pay classifications and compensation.
  - General understanding of affirmative action.
  - General knowledge of the governmental organization and administration.
  - General knowledge of organizational development.
  - Ability to present ideas effectively in oral and written forms
  - Ability to establish and maintain effective and professional working relationships and to communicate effectively with county officials, department heads, supervisors, and employees.
  - Ability to conduct evaluations and studies and to prepare related reports and recommendations.
  - Ability to anticipate and resolve problems before a crisis ensues.
  - Ability to prepare and maintain accurate and concise records and reports.
  - Ability to understand and effectively carry out verbal and written instruction.
  - Ability to develop, interpret, and implement local policies and procedures; written instructions; general correspondence; and federal, state, and local regulations.
  - Ability to think quickly, maintain self-control, and adapt to stressful situations
  - Ability to maintain discretion regarding business-related files, reports, and conversations within the provision of open records laws and other applicable state and federal statutes and regulations.
  - Adequate organizational and time management skills needed to meet deadlines.
  - Ability to work accurately with attention to detail.
  - Ability to work the allotted hours of the position.
  - Experience with human resources software or other human resource information systems (HRIS).
  - Proficient in technology and computer skills.
  - Strong proficiency with Microsoft Office is required.

### C. Capacity and Ability Requirements:

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Form Perception: To make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of lines.
4. Motor Coordination: Ability to coordinate the eyes and hands or fingers rapidly and accurately in making precise movements with speed.
5. Manual Dexterity: Ability to move hands and manipulate objects with the fingers rapidly and accurately.
6. Color Discrimination: Ability to perceive or recognize similarities or differences in colors or in shades or other values of the same color.

### PHYSICAL REQUIREMENTS

While performing the duties of this position, the employee is required to sit, talk, and hear; handle office equipment, including repetitive motions; to stand, walk, and reach with hands and arms; and to occasionally lift and move up to 25 pounds. Visual acuity is required for preparing and analyzing written or computer data, operation of machines and equipment, operation of motor vehicles, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

### WORK ENVIRONMENT

Work is typically in an office setting, but may require additional field work.

### GENERAL INFORMATION

**The above statements are intended to describe the general nature and level of work performed by the person assigned to this position. This is not intended to be a complete list of responsibilities, duties, or skills required of personnel so assigned.**

*In compliance with the Americans with Disabilities Act (ADA), the county will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective and current employees to discuss potential accommodations with the employer.*

This position is EXEMPT based on the Fair Labor Standards Act (FLSA).

**Residency Requirement** – The human resources director must live in the middle Tennessee region within a reasonable commuting distance.