



Town of Munster, Indiana Position Description

Title:	Human Resources Director	FLSA Status:	Exempt
Department:	Town Manager	Position Status:	Full Time
Date Posted:	September 2016	Class:	Salaried
Prepared By:	Dustin Anderson	Pay Range:	\$65,663-\$91,929

Purpose of Position

Incumbent will be involved in all facets of the Town of Munster's human and community resource programs. Work will involve the direction, oversight, coordination, and implementation of a variety of programs, including, but not limited to: employment recruitment, selection, and retention; training and development; compensation and benefits administration; occupational safety and loss control; various citizen quality of life initiatives; record keeping and reporting; as well as compliance with applicable federal, state, and local regulations and laws.

Essential Duties and Responsibilities

- Develop and recommend position classification pay plans and direct the administration of these plans. Review and approve pay changes, leaves of absence, educational requests, etc., to ensure consistent application of Town Policy
- Maintain in a current and relevant manner the Town's Personnel Policy Manual
- Coordinate compensation activities with payroll activities with the Clerk-Treasurer's Office as necessary
- Coordinate with departments to develop and facilitate comprehensive training programs including identifying needs and resources, determining content, scheduling, etc.
- Plan, direct, coordinate, monitor, administer, and implement employee benefits and wellness programs and policies. Evaluate services, coverage, and options available for benefit programs and recommended changes. Coordinate any benefit open enrollment or recurring participation periods. Recommend benefit and wellness program and policy changes to ensure market competitiveness and legal compliance
- Assist in the planning, organization, and coordination of Town recruitment activities
- Inform employees of benefit programs and policies and oversee employee personnel records

- Review, revise, and recommend policies, procedures and programs for reporting workers' compensation claims reducing potential losses and managing risks
- Assist in the development and implementation of operating procedures and programs for departments in order to accomplish Town goals and objectives
- Maintain custody and preservation of all relevant records and documents.
- Perform other related functions as assigned or required.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Public Administration, Human Resource Management, Industrial Relations, or a closely related field and 3 or more years of progressively responsible experience administering human resource programs as those listed above. On-the-job experience may be counted toward degree requirements contingent upon depth and breadth of previous responsibilities. Demonstrated knowledge of federal and state laws pertaining to human resource administration.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Requires the ability to utilize reference, descriptive, consulting, design and advisory data and information such as reports, plans, invoices, agendas, budgets, policies, procedures, guidelines, studies, codes, drawings, non-routine correspondence, legal briefs, economic analysis, and organizational analysis.
- Requires the ability to communicate orally and in writing with the Town Council and all department personnel, other Town departments, community and business leaders, schools, residents, customers, the media and the public.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to utilize algebra, geometry and statistical theory.

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

The Town of Munster is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

To apply: Please send resume and cover letter to epayne@munster.org or mail to Munster Town Hall, Attn: Town Manager, 1005 Ridge Road, Munster, IN 46321. Position open until filled.