

Hurricane Valley Fire District

Human Resource Director / District Treasurer

Position Description: Human Resource Director

Pay Range: \$2,254.78 - \$3,108.24 Bi-weekly (Grade 30) *

Supervisor: District Chief

Position Status: Regular Full-time

FLSA Status: Exempt

Position Summary

Under the direction of the Chief, the Human Resource Director will help with the implementation and administration of HR programs, process payroll, and reconcile monthly bank statements for the Fire District.

Job Responsibilities include but are not limited to:

- Develop and administer various human resources plans and procedures for all personnel;
- Plan, organize, and monitor all human resources of the District;
- Participate in developing department goals, objectives and systems;
- Implement and annually update the compensation program; write and revise job descriptions as necessary; conduct annual salary surveys; analyze compensation; monitor the performance evaluation program and revise as necessary;
- Help with the development, oversight, and enforcement of employee policies and procedures;
- Conduct reference checks; extend job offers; conduct new-employee orientations; monitor career-path program and employee relations counseling; conduct exit interviews;
- Establish and maintain department records and reports;
- Participate in administrative staff meetings as assigned;
- Evaluate reports, decisions, and results of District initiatives in relation to established goals;
- Recommend new approaches, policies, and procedures to effect continual improvements in efficiency of the District and services performed;
- Ensure compliance with all federal, state and local employment laws;
- Administer employee benefits programs such as retirement plans; medical, dental, vision plans; life insurance plans; disability programs; and wellness programs;
- Analyze results of surveys and develop specific recommendations for review by management;
- Process payroll every two weeks;
- Reconcile monthly bank statements;
- Must be Bondable
- Oversees the receiving and depositing of all money payable to the City; certifies

that all revenues are properly receipted; verifies money collected by various City departments and assures proper deposits into established accounts by designated codes; balances daily collections with receipts and deposits into bank accounts; maintains payment records on pay back agreements

- Other duties as assigned.

Knowledge:

- Bachelor's Degree in Human Resources, Business Administration, or related field; or an equivalent combination of education and experience
- Professional in Human Resources (PHR) certification preferred

Work Experience:

Significant Human Resources experience with increasing responsibility. Must have experience in the key areas of HR supporting an entity: handling employee relations, compensation decisions, recruiting, and performance management

Skills and Competencies:

- Excellent written, verbal and presentation skills
- Detail oriented with excellent organization skills
- Proficient in working with Microsoft Office Products
- Business Acumen, Communication, Consultation, Critical Evaluation, Global & Cultural Awareness, HR Expertise, Leadership & Navigation, Relationship Management, Ethical Practice
- Tactful, diplomatic, confidential, and the highest level of integrity.
- Strong leadership with demonstrated skills and ability to coach and develop others.
- Demonstrate the ability to operate effectively in an independent manner, using independent judgment and an understanding of strategic and tactical business needs.

Physical Requirements

- Work at office required
- Standard work hours: Monday through Thursday, 7 am to 6 pm