



MONTGOMERY CENTRAL APPRAISAL DISTRICT

JANET JENNINGS-DOYLE, RPA, RTA, CCA, CTA
INTERIM CHIEF APPRAISER

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: HR DIRECTOR

POSITION IS: Exempt

REPORTS TO: Chief Appraiser

TODAY'S DATE: 11-16-22

TDLR REGISTRATION: No

DIVISION: Administration

CLOSING DATE: 11-30-22

GENERAL POSITION SUMMARY:

The Human Resource Director will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Human Resource (HR) department, ensuring legal compliance and implementation of the organization's mission and talent strategy.

DESCRIPTION OF DUTIES:

This is a working Director position. These tasks will also be performed by the director.

- Collaborates with senior leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organization's human resource compliance and strategy needs.
- Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management. Schedule and interview applicants.
- Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- Facilitates professional development, training, and certification activities for staff.
- Performs other duties as required.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.

- Strong analytical and critical thinking skills.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's software.

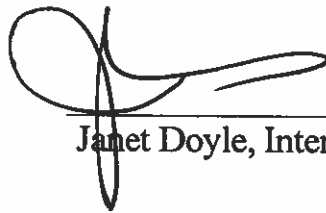
Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, or related field required; Master's degree preferred.
- At least five years of human resource management experience required.
- SHRM-CP or SHRM-SCP highly preferred.
- Professional development experience preferred.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 20 pounds at times.

APPROVED FOR POSTING BY:



Janet Doyle, Interim Chief Appraiser