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| ORGANIZATION: | City of Canby | DATE: | April 2015 |
| DEPARTMENT: | Administration | UNION: | Non-Represented |
| TITLE: | Assistant City Administrator / HR Director | FLSA STATUS: | Exempt |

PURPOSE OF POSITION: In coordination with the City Administrator, provide leadership, management, planning, goal setting and direction to Department Directors and the Human Resources department to ensure delivery of quality municipal services. Perform a variety of complex administrative, technical and professional work in planning, organizing and managing the human resource functions of the City, including; classification, compensation, benefits, recruitment, testing and selection, labor relations, affirmative action, training and organizational development, and employee relations. Serve as in-house plan administrator for the health and retirement plans. Organize and direct all aspects of risk management, including the City's liability, worker's compensation, and other insurance lines. Oversee Technical Services, including the administration of the tech services contract. Conduct a variety of special projects including research and writing policies and procedures. Serve on City budget team and as a project manager on special projects as assigned by the City Administrator. Serve as a member of the City's management team.

ESSENTIAL JOB FUNCTIONS:

Supervise staff, prioritize and develop work plans, evaluate staff performance, monitor progress on reports and projects, interpret policies, collective bargaining agreements and procedures; make hiring, termination and pay rate change recommendations. Provide training and development opportunities for staff.

Represent the City with key organizations and other community and governmental agencies. Assist the City Administrator in developing key working relationships with community partners.

Serve as a primary advisor to the City Administrator. Assist the City Administrator with implementing Council goals. Serve as Acting City Administrator as needed.

Respond to requests for information from the City Administrator, City Council, boards, commissions and other outside agencies including identifying information needed and report format. Act as project manager and review reports prepared by staff including determining completeness and accuracy.

Develop and maintain the Human Resources and Tech Services department budgets. Assist with development and oversight of annual budget as needed.

Ensure City compliance with federal, state and local laws, regulations and rules affecting the employer-employee relationship. Maintain knowledge of changes affecting the City and notify others as appropriate. Provide technical assistance and interpretation to the City Administrator, Mayor and City Council regarding issues affecting the human resources needs of the City. Write and deliver presentations to public officials regarding human resource policies and practices. Attend meetings as necessary to address such concerns. Provide technical guidance on all human resource issues as needed.

Establish goals, objectives, policies and systems for the HR functions in compliance with City guidelines and Council goals. Develop and implement personnel policies and procedures that increase retention rates, foster job satisfaction, and encourage excellent performance. Make recommendations regarding personnel issues. Provide advice and assistance to managers and supervisors in resolving personnel problems.

Assist department managers to identify staff training needs and provide opportunities for developmental training and performance coaching to employees. Coordinate on-site and off-site training programs.

Develop and administer citywide recruitment/hiring programs. Prepare and place advertisements, screen applications, conduct panel interviews to select finalist, and complete reference checks. Schedule pre-employment testing. Maintain effective new employee orientation program; schedule and conduct for all new employees. Conduct exit interviews of departing employees. Alert City management of surfacing issues and make appropriate recommendations for correction.

Administer citywide compensation and benefits programs. Participate in and conduct surveys as necessary. Analyze data, draw conclusions and develop recommendations to ensure the City's competitive stance in the labor market. Oversee preparation of job descriptions.

Maintain a variety of human resource files and records, confidential personnel files, discipline records, risk management, etc. Research, compile and analyze data and prepare reports and summaries related to personnel issues.

Actively support safety and loss control measures with the goal to reduce loss of work and reduce money paid for workers compensations premiums. Assist in the development and monitoring of citywide safety and risk management programs. Process claims against the City. Recommend ordinances, resolutions, policies and procedures to better manage risks and control losses. Work with department managers to ensure employees are held to departmental safety and loss control standards.

Administer the City's risk management program. Coordinate with insurance providers, risk consultants and agents as needed to process claims, payments and reimbursements. Invoice parties for damage to City property. Work with staff, insurance and attorneys to settle claims.

Develop labor relations strategy and manage labor relations function. Act as chief negotiator for the City. Respond to employee grievances and oversee disciplinary process according to the collective bargaining agreements and City policy. Approve terminations and work with department managers to assure that reasons are well documented and are not arbitrary or discriminatory.

Represent the City to the public, before the media, in collective bargaining, in legal or administrative proceedings, and to other departments, organizations or entities as required. Serve as City Equal Opportunity Employment Officer.

Contribute to the effective administration of city government by fostering a positive attitude among staff that encourages cooperation, coordination of efforts, efficient and ethical use of resources, and customer service orientation to the citizens. Maintain cooperative working relationships with City staff, other organizations and the general public. Actively promote and support diversity in the workplace through staffing, promotions, training and career development.

Follow all safety rules and procedures for work areas.

Act as Project Manager and coordinate special projects as necessary.

AUXILIARY JOB FUNCTIONS: Undertake special projects and research as directed by the City Administrator. Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Advanced knowledge of laws, regulations and practices involved with general human resources field, in particular employee relations, compensation, and employment principles and methods. Knowledge of word processing and spreadsheet software. Must have ability to communicate professionally orally and in writing. Ability to maintain confidentiality is essential. Ability to gain consensus, facilitate processes and meetings, and coordinate special projects. Equivalent to a four-year university education in human resources management or closely related field and ten years related experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: Valid Driver's License, with an acceptable driving record.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

DESIRABLE REQUIREMENTS: Previous experience in a municipal human resources environment. Knowledge of specific software utilized within the department.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis and may infrequently require moving materials weighing up to 25 pounds while responding to non-routine situations. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, standard office equipment, and motorized equipment.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. May be required to work evenings and weekends. Duties will occasionally involve dealing with distraught or difficult individuals and attending meetings or activities outside normal working hours.

SUPERVISORY RESPONSIBILITIES: Responsible for direct supervision of employees. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices. Position is responsible to ensure organization compliance with all laws and regulations pertaining to the employer-employee relationship.

SUPERVISION RECEIVED: Works under the direction of the City Administrator.