

# Human Resources Director Position – City of Galax, Virginia

**To apply for this position submit a completed City of Galax employment application, release form, resume' and cover letter to City of Galax, Human Resources Director, 111 E. Grayson Street, Galax, VA 24333 or email to [human-resources@galaxva.com](mailto:human-resources@galaxva.com). This position is open until filled. The City of Galax is an Equal Opportunity Employer.**

## General Definition of Work

FLSA Status: Exempt

Performs complex professional work developing, implementing and interpreting personnel policies and procedures, assisting in the recruitment and selection of qualified staff, administering classification and compensation plans, managing worker's compensation program, administering employee benefits programs, and related work as apparent or assigned. Work is performed under the general direction of the City Manager. Departmental supervision is exercised over all personnel within the department.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

- Establishes and maintains policies, programs and procedures for recruiting, selecting and retaining qualified staff. Initiates the development, implementation, and interpretation of personnel policies and procedures.
- Oversees and participates in all employee relations activities, including terminations and investigations. Directs the administration of the position classification and compensation plans.
- Serves as the City's Risk Management Coordinator and oversees and implements risk reduction activities across all covered departments.
- Oversees the review of all personnel changes, such as pay for performance and position changes.
- Oversees the administration of employee benefits and acts as the City's group administrator for health insurance. Manages Workers' Compensation program for all City personnel.
- Oversees the employee performance evaluation program.
- Develops Request for Proposals for Human Resource related contracts and participates in evaluating and recommending contract awards to the City Manager.
- Oversees the development and delivery of supervisory and employee training and staff development. Participates in the development of employee health initiatives.
- Provides input to the human resources budget to include salary and benefit information.
- Provides for the maintenance of all official personnel files and documents for City employees. Conducts-special research and survey projects.
- Performs all the essential functions listed as HR Director for agencies where the City acts as the payroll agent.
- Manages other projects and initiatives as directed by the City Manager.

## Knowledge, Skills and Abilities

Thorough knowledge of the principles of personnel administration, classification and compensation and of federal/state employment laws; general knowledge of automated systems and the ability to learn new programs as technology advances; ability to communicate ideas effectively in both oral and written formats; ability to meet deadlines during varying workload periods; ability to plan and supervise the work of subordinate personnel; ability to establish and maintain effective working relationships with associates, vendors, elected officials, state and federal agency representatives and the general public.

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## Education and Experience

Bachelor's degree with coursework in human resources, public administration, or related field with extensive and progressively responsible experience in human resources administration including experience in a supervisory and/or managerial position, or equivalent combination of education and experience.

## Physical Requirements

This work is sedentary and requires little to no exertion of force; work regularly requires sitting and speaking or hearing and occasionally requires standing, walking, using hands to finger, handle or feel and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work generally has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

Valid driver's license in the Commonwealth of Virginia.