**Position Description**

**Position:** Director of Human Resources

**Reports to:   
  
Date:**

**Role Description**

The role of the Director of Human Resources is to serve as the “chief people officer” for the company providing strategic leadership and day-to-day operations of all human resource functions. This position is responsible for the development, administration, coordination, and evaluation of all company human resource policies and practices.

**Scope of the Position**

This position is a key member of the management team responsible for HR activities at **(describe locations/facilities)**. Direct reports include **(describe positions and number of direct reports.)** The position is responsible for an annual budget of approximately $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Dimensions of Position**

This position is housed at the headquarters office of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and reports to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The position requires close cooperation with the company’s executive staff as well as close cooperation and interaction with all branch location managers. It also requires close cooperation and interaction with employees in all store locations. Estimated travel for this position is \_\_\_\_\_%.

**Nature of the Position:**

Responsibilities expected of this position include, but are not limited to, the following:

* Active involvement as part of the executive management team setting strategic direction for the company
* Development and implementation of all company human resource policies and practices
* Annual review and updating of company compensation program;
  + Revision of job descriptions as necessary
  + Conducting annual salary surveys and establishing salary budgets
  + Developing, implementing and monitoring performance evaluation programs
* Manage and administer all benefit programs to include claims resolution, change reporting, approving invoices for payment, annual re-evaluation of policies for cost-effectiveness, employee information, and cost management.
* Develop and maintain affirmative action program including the maintenance of all records and filing of all reports
* Conduct recruitment effort for all full-time, part-time, and temporary employees
* Conduct new-employee orientations
* Maintain company organization charts and employee directory
* Develop, implement, and monitor company training and education initiatives as appropriate
* Serve as primary employee relations manager involved as necessary in mediating and settling employee issues and concerns

**Position Qualifications**

Qualifications of the ideal candidate include:

* Strong commitment to creating a work environment where employees want to do their best
* Excellent oral and written communication skills
* Strong analytical skills
* Strong interpersonal skills.
* Exceptional organizational skills.
* Ability to think strategically.
* Proven track record of meeting business objectives
* Must have a proven track record in effectively managing HR strategy and employee programs
* Minimum 5+ years of management level experience
* A minimum of 10+ years’ experience in HR management, preferably in the small business environment
* Bachelor's degree or equivalent industry experience; master’s degree preferred

**Salary Range**

Minimum Midpoint Maximum