



We are currently accepting applications for the full-time position of:

Human Resources Director

Anticipated Hiring Range: \$89,653 - \$101,329

Maximum Salary Range: \$112,940

With excellent benefits

*Note this figure demonstrates the anticipated hiring range.
Candidate's education, experience and issue of internal equity will be considered.

**The REQUIRED Town of Lexington application must be received in the
Town's Human Resource Department
by Monday, December 19, 2016**

GENERAL PURPOSE

Responsible for managing the operations of the Human Resources Department to include human resource administration, benefits management including the School Department and retirees, contract management for ten (10) units and participation in the collective bargaining process, and compliance with local, state, and federal policies, rules and regulations. Works closely with senior manager and other management staff to determine and achieve the Town's human resources goals.

SUPERVISION RECEIVED

Works under the general direction of the Town Manager.

SUPERVISION EXERCISED

Supervises the Benefits Coordinator and the Human Resources Associate. Supervisory activities include establishing work procedures and performance, providing performance feedback, conducting formal performance reviews, developing the operating budget, hiring and orientating new employees, scheduling work hours/granting time off, providing training and development, assigning/reviewing work, and disciplining employees. Participates in collective bargaining negotiations. Also monitors and reviews reports from third party administrators, and bids services where necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plan, direct, evaluate and exercise general supervision over the work of the entire human resources department to include the management of record keeping, the annual performance and appraisal process, development of department goals and objectives, design and development of all Town benefits policies and plans, including the employee wellness program, the Workers' Compensation Program, the Fire and Police Injured on Duty program, and the Accidental Disability Retiree Reimbursement program.

Develop, manage, and monitor annual divisional operating budget and capital improvement plan. Prepare annual Town/School/Retiree shared expenses budgets including revenue and expenditure projections for all benefits programs.

Establish policy and enforce departmental rules, regulations, work methods and procedures.

Provide guidance for departments in day-to-day administration of compensation plan, conduct salary surveys, prepare job descriptions and handle reclassification reviews. Assist managers, department heads, and employees at all levels with work-related situations, collective bargaining agreement interpretation, personnel policy clarification, or other work-related matters. Provide information and assistance in a timely, efficient manner to all past and present employees, applicants, and other customers of human resources.

Prepare employee separation notices and related documentation and conduct Exit Interviews to determine employment trends and provide a smooth transition out of the Town's employment. Provide information for exiting employees according to unemployment laws. Analyze, review and track monthly unemployment claims; initiate timely accurate payment of invoices to third party administrator and Department of Unemployment Assistance.

Ensure compliance of Town human resources policies with all local, State, and Federal laws and regulations. Conduct investigations of discrimination, harassment, or other claimant charges. Represent organization at personnel related hearings and investigations. Coordinates with the DPW Manager of Operations and union representative to monitor compliance with the Federal Drug Free Workplace Act of 1988.

Actively participate as a member of the Senior Management Team. Work collaboratively to set the direction for the municipal organization, continually improve Town services, and appropriately allocate organizational resources across Town departments.

QUALIFICATIONS

Experience and Training Guidelines

Bachelor's Degree in human resources or related field, and seven (7) years of municipal human resources experience in progressively responsible HR generalist and/or management positions,

including at least five (5) years as a manager or director; or any equivalent combination of education and experience.

Knowledge of:

Operations, services and activities of a Human Resources department including equal opportunity/affirmative action hiring, promotion, and reporting; employee relations and customer centered management; classification and compensation systems; benefits program development and administration; principles of supervision and employee development; and performance evaluation.

Principles and practices of program development; administration and evaluation; project management; and municipal budget preparation and administration.

Knowledge of Federal, State and local laws, codes and regulations relating to local government employment.

Ability to:

Lead and direct the operations, services and activities of a human resources department.

Develop and administer departmental goals, objectives, and procedures.

Plan, organize, direct and coordinate the work of staff; select, supervise, train, evaluate, and discipline; delegate authority and responsibility.

Research, analyze and evaluate new service delivery methods and techniques.

Identify and respond to community, staff and Board of Selectmen issues, concerns and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and recommend courses of action.

Prepare and administer budgets; prepare clear and concise administrative and financial reports.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Interpret and apply Federal, State, and local policies, laws and regulations.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *standing or sitting for extended periods of time*
- *operating office equipment including computer, copier and telephone*

- *traveling to various work locations.*

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *communicating with others*
- *reading and writing*
- *answering questions*
- *speaking in a clear and audible voice.*

Maintain mental capacity that permits:

- *making sound decisions and using good judgment*
- *demonstrating intellectual capabilities*
- *estimating time and materials needed for projects*
- *evaluating the effectiveness of programs and personnel*
- *recommending effective policies and procedures*
- *prioritizing and assigning work activities*
- *analyzing and interpreting data and trends*
- *performing mathematical and statistical computations*
- *communicating clearly*
- *responding to questions.*

Effectively handle a work environment and conditions that involve:

- *working closely with others*
- *working with the public*
- *working outside of normal office hours, as required.*

TOOLS AND EQUIPMENT USED

Office equipment (personal computer, telephone, calculator, copier, facsimile, etc.), and passenger vehicle.

PHYSICAL DEMANDS

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is required to sit, talk, hear, walk, use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that the employee encounters while performing the essential duties of this job. Reasonable

accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

Work is performed mostly in office settings. The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPLICATION PROCESS

All applicants are required to complete a Town application form with a cover letter and resume. The application is available from the Internet at www.lexingtonma.gov, emailing jobs@lexingtonma.gov, calling (781) 698-4590 or by visiting the Human Resources Department. Resumes may be attached to the application form as additional information, but cannot serve as a substitute for completing the required application form.

Applicants will be required to undergo an extensive background check including CORI screening.

<p>Applications and resumes must be received in the Town's Human Resource Department by Monday, December 19, 2016</p>
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The Town reserves the right to modify the application deadline, and/or accept applications after the deadline, to best serve the interest of the community.

After the deadline all applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Individuals who need accommodations in order to participate in this process should contact the Human Resources Department.

Questions regarding this hiring process should be addressed to the:
Human Resources Department
Town of Lexington
1625 Massachusetts Avenue
Lexington, MA 02420
(781) 698-4590
