

CITY OF LANDER  
HUMAN RESOURCE DIRECTOR POSITION

The City of Lander is accepting applications for a **Human Resource Director**. This is a **Full-time**, benefited position. Pay depends on experience. The City of Lander offers an excellent benefit package including; major medical, vision, dental, retirement (city contributes 14.69%), deferred compensation, vacation and sick leave, HRA and FSA accounts.

Detailed job descriptions and applications are available at City Hall, 240 Lincoln Street, Lander, Wyoming. They are also available on our website [www.landerwyoming.org](http://www.landerwyoming.org)

Applications or Resumes must be received by 5:00 on Friday, April 30, 2021.

# City of Lander

## Job Description



<b>Title:</b>	Human Resource Director	<b>Grade:</b>	12
<b>Department:</b>	Administration	<b>Effective Date:</b>	7/2021
<b>Division:</b>	Administration	<b>Revised:</b>	

*In an effort to create organizational clarity, and to empower its employees, the City of Lander has identified ten core competencies that all employees are expected to meet in order to help fulfill the mission of the City. It is expected that employees will meet their responsibilities as detailed below, including observable commitment to the mission of the City and these values.*

### GENERAL PURPOSE

To plan, direct, manage, and oversee the activities and operations of the Human Resources division of the City of Lander, including classification and compensation, recruitment and selection, employee relations, benefits administration; to coordinate assigned activities with other City Departments and outside agencies, as well as administer the Equal Employment Opportunity Plan.

### SUPERVISION RECEIVED:

This position is an FLSA exempt, at-will position under the general supervision of the City Treasurer

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

Management of Human Resource Services: Assume primary management responsibility for all Human Resource services including law changes, classification and compensation, recruitment and selection, employee relations, benefits administration, as well as the EEOC, FMLA, FLSA, ADA, and workers compensation and unemployment benefit correspondence and appeals. Manage the development and implementation of Human Resource goals, objectives, and policies for each City of Lander service area. Perform new employee orientation and assist with preparation and verification of initial employment paperwork. Perform employee exit interviews and process employee termination paperwork. Advise and assist employees and department management in a variety of personnel matters including the interpretation and application of personnel policies and rules and the processing of employee grievances. Assist the City in conforming with court cases relating to employment laws and regulations. Assist in the discovery phase and, as needed, in legal actions. Coordinate the City's employee grievance process; investigate employee grievance matters; counsel employees and mediate between supervisors and employees in matters related to personnel administration. Plan, organize, and coordinate employee and supervisor training programs. Maintain employee safety records and accident reports and coordinate safety training for employees. Assist Supervisors and Department Heads to monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; work with appropriate supervisors to improve efficiency and effectiveness.

Payroll Management: Administers, and assumes responsibility for the payroll portion of the finance department; and maintains the payroll books of accounts in accordance with generally accepted standard of accounting and reporting and State Statutes. Responsible for payroll tax

reporting, payments, and filings; as well as, clearing payroll liabilities from the books in a timely manner.

Maintains computerized payroll records showing employee pay rates, withholding allowances, benefit deductions, and other authorized payroll withholdings; distributes withholdings to various accounts; coordinates and resolves payroll problems and questions; informs employees of policies, procedures, and practices affecting payroll.

Makes federal withholding tax deposits; reconciles and generates checks for payroll deductions/benefits with various private, state and federal agencies; creates correcting general ledger entries for payroll, benefit and withholdings.

Responds to employment questionnaires and surveys; completes or responds to employment verification requests from various lending institutions, local agencies or other organizations with a legitimate need to know; processes and follows-up on wage garnishments and levys by federal, state, and county court orders.

Assures accuracy, completeness, and timely delivery of W-2's and 1099's for tax purposes; prepares annual reports of payroll, retirement and disability insurance programs.

Prepares and processes various local, state, and federal reports as required; completes reports by hand or generates needed data via computer; submits reports to appropriate authority for final review; prepares monthly or quarterly financial reports and payments related to payroll including federal taxes, state taxes, unemployment compensation, state industrial insurance, retirement, credit union, COBRA, etc.

Public Relations: Represent the Human Resources function to City Departments, elected officials, and outside agencies; explain, justify, and defend Human Resource programs, policies, procedures, and activities; negotiate and resolve sensitive, significant, and controversial issues. Represent the City in matters of concern to employee associations; act as chief negotiator or participate in negotiations during meet and confer sessions with various employee organizations; communicate with the Mayor and City Council during the meet and confer process; administer the provisions of existing employee agreements. Will attend Council and committee meetings, prepares agendas, takes and drafts meeting minutes in the absence of the City Clerk.

Assists in cash receipting and monitoring and managing accounts receivable, such as water, sewer, and special districts; performs daily balancing of cash drawer; performs daily balancing of cash to receipts; apprises customers of pending actions, monitors account activity; performs various account balancing activities; prepares and/or makes bank deposits. Assists in directing walk-in clients and visitors to proper office locations; apprises staff of appointment arrivals.

## CORE COMPETENCIES

- **Adaptability**: Adapts to changes in work environment, procedures, and assignments; Manages competing demands; Accepts criticism and feedback; Changes approach/method to best fit the situation/work assignment.
- **Communication**: Expresses ideas and thoughts both verbally and in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects and uses appropriate communication methods.
- **Cooperation**: Establishes and maintains effective relations; Displays positive outlook and pleasant manner; Exhibits tact and consideration; Offers assistance and support to co-workers; Works cooperatively with supervisor and co-workers.

- Customer Service: Displays courtesy and sensitivity; Manages difficult / emotional customer situations; Responds promptly to customer needs; Meets commitments; Solicits customer feedback to improve service.
- Dependability: Consistently reports to work on time ready to begin work; Responds promptly to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative: Volunteers readily; Seeks increased responsibility; Identifies opportunities to improve systems & procedures; Asks for help when needed.
- Job Knowledge: Competent and knowledgeable in key result areas; Exhibits ability to learn and apply new skills; Requires minimal supervision; Displays understanding of how job relates to others.
- Judgment: Displays a willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision making process; Makes timely decisions.
- Planning & Organization: Prioritizes and plans work activities; Uses time efficiently; Plans and uses available resources; Works in an organized manner.
- Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

## MINIMUM QUALIFICATIONS

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

**EDUCATION and / or EXPERIENCE:** Ability to obtain an Bachelor's Degree in Business or related field and a minimum of five years experience in municipal government, or any combination of education and experience that is equivalent. Must have knowledge of basic accounting procedures.

Must possess knowledge of operational characteristics, services, and activities of a comprehensive human resources management program, modern principles and practices of personnel administration program development and administration, principles of supervision, training, and performance evaluation, and pertinent Federal, State, and local laws, codes, and regulations.

**LANGUAGE SKILLS:** Ability to read and comprehend complex documents, correspondence, and memos. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to prepare and present oral presentations, written articles and responses. Ability to write relatively complex procedure manuals. Considerable knowledge of grammar, spelling, and punctuation, office practices and procedures are required. Ability to effectively present information and presentations on controversial or complex topics in one-on-one and small group situations, including the governing body, public groups, and boards and commissions.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages. Ability to apply concepts of basic algebra.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Certification in Human Resources is preferred, but not required. Must possess a certification in Human Resource within 2 years.; must have the ability to be bonded.

**OTHER REQUIRED SKILLS AND ABILITIES:** Ability to operate a 10-key calculator and computer keyboard. Ability to learn or work with specific software applications. Must be organized and able to manage multiple deadlines. Must have good personal relations and dispute resolution skills. Must be able to provide administrative and professional leadership and direction in the area of personnel administration.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, or crouch.

The employee must occasionally lift and / or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

## GUIDELINES

Employees are required to follow the established guidelines of the City to include, but are not limited to, the employee handbook, safety policies and procedures, and departmental policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position helps develop division guidelines.

**The City of Lander is an at-will employer. This means that either party – the employee or the employer – may end employment at any time, with or without cause, with or without notice. All the terms, conditions and benefits of employment with the City are subject to change at any time, with or without notice, at the discretion of the City.**

I have read this job description and understand my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

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Employee's Name (Printed)

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Employee's Signature

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Date