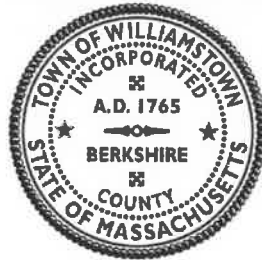


*Towns of Adams • Williamstown • City of North Adams
Massachusetts*

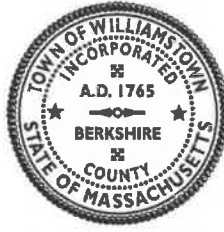


RECRUITMENT NOTICE

Human Resources Director
for the
Towns of Adams, Williamstown and City of North Adams

This is a shared services position that will direct a comprehensive human resources program for the municipal governments of Adams, North Adams and Williamstown. The Director will be responsible for drafting and maintaining personnel policies, recruiting, onboarding, training and retaining a talented and diverse workforce. Other duties include managing a compensation and benefits system, collective bargaining, employee relations, maintaining personnel records and ensuring compliance with local, state and federal employment law. This position will create practices that help the participating municipalities attract, develop and sustain a high performing workforce, as well as maintaining a positive and fulfilling environment for all municipal employees. A critical responsibility will be to develop and implement procedures and training to promote a diverse, equitable and inclusive work environment (DEI). The Director will work closely with the leadership of the communities to achieve these goals, providing advice and assistance in a collaborative and consultative manner to ensure open positions are occupied and employees are provided the support they need to succeed. Bachelor's Degree in Human Resources, public administration, business management or a closely related field and a minimum of three (3) years' experience in personnel and/or municipal management preferred or any equivalent combination of education and experience. Human Resources certification desired

Annual salary range is \$54,000 - \$65,000 commensurate with qualifications and experience. This is a full-time, 35 hour per week position with benefits including paid time-off, State/Federal Holidays, pension, health, life and dental insurance. Deferred compensation plan also available. Detailed job description and required application form is available from the Town of Adams website: www.town.adams.ma.us or the Town Administrator's Office, 8 Park Street, Adams, MA 01220. Candidates should submit resume and cover letter to Office of the Town Administrator, Adams Town Hall, 8 Park Street, Adams, MA 01220, or via email to employment@town.adams.ma.us. Review of applications will begin immediately and should be received by 5:00 PM on August 31, 2022 but position will remain open until filled.



Towns of Adams, Williamstown and City of North Adams

Job Description

Position Title:	Human Resources Director	Grade Level:	11
Department:	Administration & Finance	Non-Union	Full-Time/Salary
Reports to:	Designated Town/City Managers	Date Prepared:	July 2022

General Duties

This is a shared services position that will direct a comprehensive human resources program that may include, but not limited to developing and maintaining personnel policies, recruiting, onboarding, developing and retaining a talented and diverse workforce, managing a compensation and benefits system, collective bargaining, employee relations, maintaining personnel records, and ensuring compliance with local, state and federal employment law for the Towns of Adams, Williamstown and the City of North Adams.

This position will have the primary responsibility of creating and applying policies and practices that help the participating municipalities attract, develop and sustain a high performing workforce, as well as maintaining a positive and fulfilling environment for all municipal employees. The Director will work closely with the leadership of the communities including the Mayor, City/Town Managers and other senior officials to achieve these goals, providing advice and assistance in a collaborative and consultative manner to ensure open positions are occupied and employees are provided the support they need to succeed. Develops and implements procedures to bring towns into compliance with local, state and federal policies, rules and regulation. Develops and implements procedures and training to promote a diverse, equitable and inclusive work environment (DEI). Makes presentations and may represent the communities in public forums. Performs all other related work as required.

Supervision

Works under the general oversight of the Mayor, City/Town Managers from Adams, North Adams & Williamstown. The Town of Adams' Personnel Rules & Regulations will govern the position and manage benefits, payroll and paid time off. The Mayor/Managers will outline both group and individual town objectives, assign areas of responsibility and evaluate performance. The Director will otherwise perform duties independently on own initiative, determining situations warranting the attention of the Mayor/Managers.

Job Environment

Most work is performed in office conditions; some work is conducted in town offices with exposure to various weather conditions; regular schedule may require attendance at occasional evening meetings.

Operates a motor vehicle, computer, fax, telephone, and other standard office equipment.

Performance of duties requires regular contact with local, state and federal officials, consultants, municipal employees, and colleagues.

Errors in judgment could result in delay or loss of service, and have financial and/or legal repercussions.

Essential Functions

Assists Mayor, City/Town Managers with personnel recruitment and selection including advertising, receiving, screening and distributing applications, administering tests, and providing guidance to departments. Drafts or reviews hire letters. Assists with the development, maintenance and distribution of new employee orientation packages

Ensures the maintenance of permanent records in accordance with federal, state and local regulations. Advocates for affirmative action and equal opportunity for candidates and practices; participates in selection of municipal staff as directed.

Consults with the Mayor, City/Town Managers and Department Heads to provide advice or clarification regarding human resources, personnel, legal, professional development, compensation and organizational development issues. Counsels employees, advises Mayor, City/Town Managers/Administrators, investigates personnel problems and disciplinary issues.

Communicates human resources policies, practices and procedures to municipal employees; advocates for employees, directs employee events; mediates between employees, and between employees and management. Promotes programs and activities to ensure equal opportunity, access to all individuals and the workplace recognizes and implements principles of diversity, equity and inclusion (DEI).

Reviews and advises Mayor, City/Town Manager regarding all municipal personnel transactions including, hires, promotions, transfers, salary changes, reclassifications, leaves of absence and terminations. Administers performance management program. Organizes and provides professional development opportunities, legally mandated and technical training and continuing education support for the municipal workforce in the participating municipalities.

Oversees administration of benefits programs including insurance, flexible benefits, worker's compensation, unemployment compensation, police/fire indemnification, leaves of absence and other related programs. Complies with all HIPAA regulations.

Prepare employee separation notices and related documentation and conduct exit interviews to determine employment trends and provide a smooth transition out of participating municipality's employment. Provide information for exiting employees according to unemployment laws.

Represents the participating municipalities along with legal counsel at hearings and meetings related to human resources issues such as grievances, arbitrations, Workers' Compensation, the Department of Labor Relations, and Massachusetts Commission Against Discrimination.

In conjunction with departments, develops position descriptions. Prepares drafts of recommended policies. Analyzes personnel benefits, determines need for changes, and recommends improvements. Maintains classifications plans and systems, including updating when changes occur either in duties or in rates of pay.

Actively participates as a member of collective bargaining teams. Administers contracts, interprets and proposes recommendations for changes to contract language and formulates management bargaining team offers. Plans and supervises research tasks for special studies and reports, completes various surveys for collective bargaining and other federal, state, and municipal agencies.

Oversees compliance with federal and state personnel laws and regulations that cover topics such as wages and hours, equal employment opportunity, drug and alcohol testing, work-related injuries, and employee benefits. Serves as the Towns' Affirmative Action/Equal Employment Officer. Prepares equal employment opportunity and affirmative action plans and develops FMLA program to be consistent with federal and state guidelines. Reviews and suggests changes to personnel policies, procedures and employee handbooks. Ensures that all relevant forms meet requirements of current laws

Attends and represents the municipalities at meetings and conferences related to human resources. Keeps current on changes in human resources field.

Performs similar or related work as required, directed or as situations dictate.

Distribution of Work Across Communities

Notwithstanding critical matters, the Director shall generally work set hours to each community each week governed by a staffing schedule agreed to by the participating municipalities. For example, X hours per week on behalf of Adams, X hours per week on behalf of North Adams and X hours per week for Williamstown. Further details of the Staffing Schedule, such as office hours or availability for inquiries by each municipality shall be determined jointly by the Mayor/Town Manager/Administrators of the municipalities.

Physical Requirements

Minimal physical effort generally required in performing duties under typical office conditions. Position requires the ability to operate a keyboard and standard office equipment. The employee is frequently required to sit, talk and hear. Ability to view computer screens and work with details for extended periods of time and move throughout the office. May move objects weighing up to 30 pounds. Must be able to clearly convey information to municipalities, consultants, officials and the public. Must be able to safely operate a motor vehicle.

Recommended Minimum Qualifications

Education and Experience

Bachelor's Degree in Human Resources, public administration, business management or a closely related field and a minimum of three (3) years' experience in personnel and/or municipal management preferred or any equivalent combination of education and experience. Municipal experience is desirable but not required. Human Resources certification desired

Considerable knowledge of policies and practices of public personnel administration, employee classification, compensation and benefits, recruitment, selection, training, DEI programs and labor relations. Excellent written and verbal communication skills; strong organizational skills; ability to establish and maintain effective working relationships with applicants, employees, town staff. Ability to demonstrate objectivity, sensitivity, and a balanced perspective regarding employee concerns and organizational expectations. Ability to interact

in a positive manner with personnel at all levels of authority. Ability to prepare and analyze comprehensive reports.

Knowledge, Ability and Skill:

Knowledge of HR policies and procedure development. Knowledge of federal, state and local regulations associated with Human Resources. Working knowledge of all functional aspects of human resources management, including recruiting, compensation, EEO/AA, benefits, training, employee relations, DEI programs, labor relations and organizational development. Thorough knowledge of office practices and procedures. Thorough knowledge of the practices of project management, budget administration and grant administration, as applicable.

Ability to maintain strict confidentiality in dealing with extremely sensitive employee information. Ability to plan, organize and direct the preparation of studies, analyze problems, prepare reports and formulate recommendations. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relationships with employees, local, regional, state and federal officials and the general public. Ability to keep accurate complex records and generate reports accordingly. Ability to multi task and manage multiple priorities.

Approved by:	<i>JRG, MKE, RM, AH</i>
Date approved:	<i>August 8, 2022</i>
Reviewed:	