

POSITION DESCRIPTION
PERSONNEL DIRECTOR/SAFETY DIRECTOR

POSITION TITLE: Personnel Director/Safety Director/Marketing

DEPARTMENT: Personnel/Human Resources

DATE: August 9, 2018

GENERAL PURPOSE:

To administer activities of the Personnel and Human Resource Office, under the direction of the Mayor. To provide guidance to City department heads and affected employees in the application of personnel procedures, policies, regulations and decisions within the City. Designing and implementing comprehensive marketing strategies to create awareness of the City of Clarksdale.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

General: 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 during various assignments. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- (A) Plans, directs, manages and oversees the activities of the Personnel Department, including the functions of recruitment, employment and testing, classification and compensation ranges (but not payroll), safety and risk management, training and employee development, equal employment opportunity and employment relations, personnel records management.
- (B) Plans, organizes and administers the operations of the Personnel Department, including assuming full management responsibility for Personnel Department services and activities.
- (C) Reviews applications for employment to insure for adherence to standards of minimum training and experience.
- (D) Recruits employees to fill vacant positions through the local Job Service. Accepts applications for Police and Fire positions, notifies applicants of tests and test scores. Orders and return tests to testing company.
- (E) Confers with department heads, supervisors and employees to establish or interpret interdepartmental personnel policies and procedures. Confers with representatives of other departments, employees, City Clerk, Mayor, City Commissioners, City Attorney and related individuals or groups to secure a common understanding of interdepartmental personnel policies and administrative procedures.
- (F) Administers rules and regulations concerned with equal opportunity, placement,

- discharge, retirement, insurance and related personnel functions.
- (G) Manages the development and the implementation of the Personnel Department goals, objectives, policies and priorities for each assigned service area.
 - (H) Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; identifies opportunities for improvement; coordinates the implementation of changes with affected department heads.
 - (I) Responsible for orientation of new employees; determines that new employees are eligible to work for the City of Clarksdale and are physically able to perform assigned work; ensures that new employees are informed of and aware of the policies, procedures and regulations of the City of Clarksdale.
 - (J) Advises department heads on policies affecting personnel, advises employees of the policies affecting personnel and provides employees with blank grievance forms. Attend pre-disciplinary hearings and assists department heads or supervisors in determining appropriate disciplinary action or recommendations in accordance with the City of Clarksdale, Mississippi Personnel Policies and Procedures Manual. Participate in the grievance procedure as set forth in the Personnel Manual.
 - (K) Coordinates with the Board of Mayor and Commissioners, the City Clerk and the City Attorney regarding necessary modifications to the Personnel Manual. Responsible for providing Employee Handbooks to all employees and explaining the same to new hires. Provides updates to the Employee Handbooks as necessary.
 - (L) Prepares Personnel Department budget, with assistance of City Clerk, and prepares bi-weekly Personnel Department payroll. Orders supplies for Personnel Department and prepares invoices for payment.
 - (M) Attends seminars, conferences and meetings to represent the City of Clarksdale, and to keep abreast of changes in personnel law.
 - (N) Notifies Job Service of the number of persons employed by the City each month. Notifies the MESCC Claims Office of each new hire.
 - (O) With the assistance of the City Clerk, City Attorney and affected department head, represents the City in MESCC hearings related to unemployment claims.
 - (P) Reviews proposed hires by department heads to insure compliance with the City of Clarksdale rules, regulations and policies; presents personnel hires, terminations or status changes to the Board of Mayor and Commissioners for its approval. Coordinates with the City Clerk's office to insure that appropriate minute reflection of such actions are contained in the City minutes and that proper paperwork is maintained.

- (Q) Serves as affirmative action (EEO) officer.
- (R) Assists the Board of Mayor and Commissioners, the City Clerk and the City Attorney in developing policies and procedures, assuring compliance with state and federal equal opportunity employment laws and regulations and personnel laws; participates in preparing for and defending affirmative action charges filed against the City; makes presentations before the Board of Mayor and Commissioners and other boards, commissions and community organizations.
- (S) Responds to and resolves difficult and sensitive employee and citizen inquiries and complaints.
- (T) Assists the Mayor and the City Clerk in reviewing job qualifications, applications, background investigations, reference checks and other matters involving the appointment or hiring of upper level personnel, including department heads; conducts or participates in interviews, as may be requested by the Board of Mayor and Commissioners.
- (U) Producing ideas for promotional events or activities and organizing them efficiently.
- (V) Developing and implementing strategies to strengthen the City of Clarksdale and help it find a voice that will make a difference.
- (W) Responsible for producing valuable content for the City of Clarksdale web page.

SAFETY FUNCTIONS

In addition to the duties and functions specified above, the following duties may be assigned to the Personnel Director, at the discretion of the Board of Mayor and Commissioners, and are considered to be essential job functions.

- (A) Administers the City's Occupational Health and Safety Program. Reviews current City policies regarding safety and property management procedures. Makes recommendations to affected department heads and to the Board of Mayor and Commissioners for policy implementation.
- (B) Regularly inspects work sites and work areas on a regular and frequent basis to insure safety procedures are being followed. Documents and makes recommendations for corrections.
- (C) Provides information to department heads regarding appropriate safety practices.
- (D) Assists in emergency management administration during periods of disaster response.
- (E) Completes inhouse accident and property loss reports. Coordinates with the City

Clerk and the Mayor in assuring that all appropriate information is given to City's workers compensation and liability carriers. Keeps statistics regarding all accidents involving City employees. Coordinates with City insurance risk managers, and implements suggested safety requirements and policy modifications.

- (F) Calls and conducts regularly scheduled safety meetings with department heads and departmental employees to discuss safety practices, hazards, potential hazards, and, with department heads and employees, formulates plans to address the same. In safety meetings and in the workplace, encourages employees to report hazards causing conditions which they may identify.
- (G) Reviews Safety Manual with employees and explains contents. Presents employees with a document, to be signed by the employee, indicating that the employee has received, read and understands the Safety Manual. Maintains copies of such signed documents in each employee's personnel file.
- (H) Coordinates enrollment and training of selected key personnel in each department in CPR and first aid training courses, to be offered by the City, to assist injured personnel in the event of an accident or emergency.

PERIPHERAL DUTIES:

- (A) Maintains departmental equipment, supplies and facilities.
- (B) Maintains contact with general public, City officials and employees in performance of personnel duties.
- (C) Expert in the internet and social media strategy with a demonstrated track record on Facebook, Twitter, and other social media outlets that are significant in company outreach.
- (D) Demonstrate ability to see the big picture and provide useful advice and input across the municipality.

DESIRED MINIMUM QUALIFICATIONS:

- (A) Must be twenty-one (21) years or older at the time of employment.
- (B) Must possess, or be able to obtain by time of hire, a valid state driver's license without record of suspension or revocation in any state.
- (C) Must not have been convicted of any felony convictions or other disqualifying serious misdemeanors, or possess any other disqualifying criminal history.
- (D) Must be a U. S. citizen.

- (E) Must be a elector in the county and state in which he/she resides.
- (F) Must be able to read and write the English language with facility.
- (G) Must be of good moral character and temperament, and possess industrious habits.

EDUCATION AND EXPERIENCE:

- (A) Graduation from an accredited college or university, with major course work in personnel, public or business administration, and some experience in personnel and/or general administration; or any equivalent combination of education, training and experience.
- (B) Must have good public relations skills.
- (C) Must possess extensive knowledge of the standard principles, practices, methods, and techniques of public personnel administration.
- (D) Must possess considerable knowledge of the terminology, job content and qualification requirements of various public occupations, and organizational and management practice skills as apply to the analysis and evaluation of personnel services, programs and policies.
- (E) Must have good working knowledge of principles and practices of the municipal budget preparation and administration, supervision, training and performance evaluation, and employee relations programs administration.

DISCLAIMER STATEMENT:

The statements above are intended to describe the general nature and level of work performed by persons in this position. The above is not intended to be an exhaustive list of all responsibilities and duties that may be assigned. The Board of Mayor and Commissioners may, at its sole discretion, modify the above by the addition, deletion, transfer or assignment of such other duties as it may determine to be in the best interests of the City.

LANGUAGE SKILLS:

- (A) Ability to read and comprehend complex instructions and correspondence, including federal and state regulations, in the English language.
- (B) Ability to prepare and respond to complex correspondence, using the English language.
- (C) Ability to express ideas clearly and concisely, orally and in writing.

- (D) Ability to establish and maintain effective lines of communication and coordination with both employees and department heads.
- (E) Ability to effectively present information in one-on-one, small group and large group situations, to citizens and other employees of the City of Clarksdale.
- (F) Ability to deal constructively with conflict and develop a consensus.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- (A) Good working knowledge of modern personnel principles, procedures, techniques and equipment.
- (B) Good working knowledge of the applicable laws, ordinances and rules and regulations affecting personnel.
- (C) Effective oral and written communication skills.
- (D) Ability to establish and maintain effective working relationships with peers, and with supervisors.
- (E) Ability to exercise sound judgment in evaluating situations and in making decisions.
- (F) Ability to analyze facts and to exercise sound judgment in regard to personnel function and decisions.
- (G) Ability to meet the special requirements listed separately below.

TOOLS AND EQUIPMENT USED:

Computer, word processor, copy machine, dictating equipment, and such other equipment as may be required and/or made available to a Personnel Director/Safety Officer/Marketing.

PHYSICAL DEMANDS:

The physical demands described herein 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 an individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use his/her hands to touch, handle or feel objects; reach with hand and arms; and to talk and hear. The employee is required to stand or walk. The employee must occasionally lift and/or move objects less than 30 pounds.

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.

While performing the duties of this job, the employee normally works inside, in an office environment. The employee occasionally will be required to, as part of the safety function, work in outside weather conditions, near moving mechanical parts, and may occasionally be exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and loud acoustic vibrations.

The noise level in the work environment is usually moderate.

Occasional travel will be required to the various departments within the City to relay information. Occasional travel will also be required to attend hearings, seminars and conferences. The work environment is normally one that requires a constant flow of information exchange, as well as telephone inquiries and personnel visits from department heads and employees.

SPECIAL REQUIREMENTS:

- (A) Must possess, or be able to obtain by time of hire, a valid state driver's license without record of suspension or revocation in any state.
- (B) Must possess or obtain within twelve (12) months, his/her domicile and primary residence within the City of Clarksdale, and must maintain compliance with City's residence requirements throughout the term of employment.
- (C) Must never have been convicted of a felony or a serious misdemeanor.

SELECTION GUIDELINES:

- (A) Entry Level: Formal application; review of education and experience; oral interview with Board of Mayor and Commissioners or designee; background check; physical examination; drug screening.
- (B) Lateral Entry: Must be able to meet all entry level requirements listed above.

OTHER DUTIES:

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

This Job Description does not constitute an employment agreement between the employer and employee, and is subject to change by the City of Clarksdale, as the employer, as the needs of the

employer and the requirements of the job change from time to time, without prior notice to the employee.