The City of Nome is accepting applications for

Position: **Director of Human Resources**

Range: **$90,000 DOQ plus city benefits**

Hours: **Full Time 40 hrs. per week**

Qualifications: **The City of Nome is looking for an experienced Director of HR to manage city personnel policy. Must have three plus years in the field of human resource management. The director will report to the city manager and also assist the city manager in other areas of city management when necessary.**

Closing Date: May 28, 2021

Applications may be obtained from the city website, www.nomealaska.org or at City Hall, Nome Job Service or call Cheryl Thompson at 443-6600 for more information. E-mail completed application to manager@nomealaska.org or deliver a completed application to City Hall.

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Date ad placed _____.

_____ All City Depts.
_____ Job Service
_____ Nome Nugget*
_____ GCI Cable
_____ KICY
_____ KNOM
_____ Other _____

Please run ad from
_____ through _____

*Newspaper ads must include a tear sheet with invoice.

CITY OF NOME, ALASKA
Job Description

Director of Human Resources

Department:	Administration	**Salary:**	Negotiated
Reports to:	City Manager	**Status:**	Exempt
Supervises:	All Non-Exempt Department Heads	**Approved By:**	
		Date: 4/30/21	

Summary:
Under supervision of the City Manager, is responsible for city-wide Personnel function, manages the City's risk management program and special projects as assigned. Assists in the management of the City of Nome by performing the following duties.

Essential Duties and Responsibilities:
Manages Human Resources and maintains/updates personnel policies and risk management plan.

Supervises the hiring of all City personnel, working with Department Heads.

Works with third party companies that deliver health care, dental, vision and employee assistance program.

Researches policy issues, develops recommendations and implements policy as directed by the Manager.

Participates in all disciplinary issues.

Represents the City administration for various public purposes, such as speaking engagements or organization memberships as directed by the Manager.

Maintains and proposes necessary updates on human resource policies.

Assumes acting City Manager role during the absence of the City Manager.

Performs other related work as directed.

Supervisory Responsibilities:
Works with all non-exempt Department Heads and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualification Responsibilities:
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.
Knowledge of:

- City organization, operations, policies and procedures
- Principles and practices of public administration, leadership and the rules of professional conduct and codes of ethics
- Principles and practices of employee relations, personnel law, supervision, grievances, worker's compensation, FMLA, personnel administration and training
- Skill in:
- Assessing and prioritizing multiple tasks and projects
- Supervision, coordinating staff and delegating tasks and authority
- Monitoring and controlling the confidentiality of personnel files, reports and evaluations
- Establishing and maintaining effective working relations with other city departments, city employees and representatives from other local, state and federal agencies

Education and/or Experience: Bachelors from college with a degree in public administration, human resources, management or a related field; and/or four years of progressively responsible management experience to include supervision, budgeting, human resources, municipal operations/finance and public relations.

Language Skills: Reading, interpreting, understanding and applying state and federal rules and regulations, and City policies and procedures. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community. Ability to effectively present information to management, public groups, and/or the City Council.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Analyzing complex administrative and operational data and issues, evaluating alternatives and making logical recommendations based on findings. Ability to interpret an extensive variety of technical instructions.

Physical Demands:
The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:
Work is primarily performed in an office environment. Travel to other work sites or project sites is occasionally required. The noise level in the work environment is usually quiet.