



Human Resources Manager

Summary & Scope of Responsibilities: The Human Resources Manager performs all human resources related duties at a professional level. They are responsible in the areas of Town policies and procedures, employee relations, training and development, regulatory compliance, and employment.

Reporting Relationships: Reports directly to the Town Manager.

Essential Tasks & Responsibilities:

- Develop, revise and recommend policies and procedures as they relate to employment and personnel.
- Respond to employee relation issues such as employee complaints, harassment and discrimination allegations.
- Address employee and management inquires as they relate to human resources.
- Oversee recruitment efforts for all personnel, including writing and placing job postings, and interviewing applicants.
- Provide human resources expertise and guidance to assist supervisors and managers in resolving performance concerns, disciplinary action and conflict management issues.
- Recommend, develop, facilitate and provide training to Town staff under the direction of the Town Manager.
- Represent human resources in investigating, answering and settling grievances, and by arranging and scheduling grievance hearing between human resources, supervisors and other members of management.
- Communicate various human resources policies, procedures, laws, standards and government regulations to management and staff.

Other Responsibilities & Tasks:

- Assist in the development of Town job descriptions, staff evaluation program and employee recognition programs.
- Maintain on-going professional education to ensure compliance with all human resources related issues and trends.
- Assist in all other functional areas of human resources as needed and directed by management.
- May be required to work additional hours outside of a traditional work week as necessary.

Knowledge, Competencies & Technical Skills:

- Proficient skill using Microsoft Office Products; Outlook, Word, Excel, Powerpoint.
- Knowledge in the use of office equipment; multi-line phone, copier, scanner, fax, etc.
- Ability to maintain confidentiality of sensitive information.
- Excellent communication and relationship building skills (listening, speaking, writing).
- Self-starter with the ability to perform and work with little or no direct supervision.
- Proficient understanding of laws, regulations and standards as they relate to employment and personnel.
- Highly organized and detail-oriented.
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work.

Expected hours & Travel: Salaried position that is expected to work as many hours as required. Minimal travel, however, occasional travel to conferences and/or other educational opportunities.

Required Education & Experience:

- High school diploma or equivalent.
- Any combination of training or experience in human resources which would provide the required knowledge and abilities.
- Must be able to enroll in a human resources academic curriculum to obtain human resources certification.
- Bachelor's degree in Human Resources or 2+ years of equivalent experience with knowledge of employment laws and regulations.

Desired Experience:

- Ability to obtain SHRM certification within the one year of employment.

AAP/EEO Statement: This position description provides a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of this position.

The Town follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The Town will not discriminate on the basis of disability in its hiring and

employment practices and will make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the Town's business. Persons with disabilities are encouraged to contact the Director of Human Resources (at 315 Douglas Ave. Colonial Beach, VA, 22443) when accommodations and job modifications may be necessary.

Non-Discrimination in Employment

The Town does not discriminate in employment on the basis of race, color, religion, sex, pregnancy, national origin, political affiliation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factors.

Duties and Responsibilities may change: This position description is subject to change at any time as the needs of the Town change. Nothing set forth herein restricts the Town's right to assign or reassign duties and responsibilities to this position at any time with or without notice.

Proof of COVID-19 full vaccination status is a condition of employment or approval of a medical or religious exemption prior to start date. Proof will be required during the pre-employment onboarding process.

Position open until filled. Applications may be obtained from Town Hall, 315 Douglas Avenue, Colonial Beach, VA 22443, or online at www.colonialbeachva.net. Return completed applications and resume to Human Resources via email at humanresources@colonialbeachva.net.