

Job Title:	Personnel Director	Job Category:	Government Contacted Employment
Department/Group:	Administration	Status	Exempt The federal Fair Labor Standards Act (FLSA)
Location:	200 Station Street East, Ashville, OH	Travel Required:	Yes
Level/Salary Range:	Governed by Ordinance	Position Type:	Contracted
HR Contact:	Village Administrator	Date posted:	Click here to enter a date.
Will Train Applicant(s):		Posting Expires:	Click here to enter a date.
External posting URL:	http://www.ashvilleohio.gov/index.php/how-do-i/apply-for-a-job		
Internal posting URL:	http://www.ashvilleohio.gov/index.php/how-do-i/apply-for-a-job		
Applications Accepted By: Currently Not Vacant			
FAX OR E-MAIL: (740) 983-4703 or fchristman@ashvilleohio.gov Attention: Franklin Christman, Village Administrator		MAIL: Village Administrator, Village of Ashville P.O. Box 195, 200 East Station Street, Ashville Ohio 43103	
Job Description			
POSITION SUMMARY:			
Performs a variety of complex administrative, technical and professional work in directing and supervising the personnel systems of the organization, including classification, compensation, recruitment, selection, labor relations, and training. The details of this function could involve the performance of a job analysis, compensation analysis, applicant screening, and examination. Employee may be requested and can perform work duties in response to other emergency conditions.			
SUPERVISION RECEIVED:			
Works under the broad policy guidance of the Village Administrator.			
ESSENTIAL JOB FUNCTIONS			
<i>The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.</i>			
<i>Indicate the level of performance by filling in each line with the appropriate rating. Please review the definitions included with the performance appraisal packet, and mark the rating the matches the employee's performance. For example, a level 5 is the highest possible rating.</i>			
<i>1 = Unsatisfactory 2= Decreased Performance 3 = Acceptable 4 = Excellent 5 = Outstanding</i>			
Personnel Function			
___ 1	Manages the area of human resource within the organization to achieve goals within available resources; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.		
___ 2	Provides personnel leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates personnel activities with other departments and agencies as needed.		
___ 3	Communicates official plans, policies and procedures to staff and the general public.		
___ 4	Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.		
___ 5	Maintains harmony among workers and resolves grievances;		
___ 6	Assists departments in performing personnel duties; adjusts errors and complaints.		
___ 7	Recruits, interviews, and assists in the selection of employees to fill vacant positions.		
___ 8	Plans and assists with new employee orientation to foster positive attitude toward organization goals.		
___ 9	Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.		
Administrative Function			
___ 10	Provides professional advice to the village officials; makes presentations to councils, boards, commissions, civic groups and the general public.		
___ 11	Represents organization at personnel related hearings and investigations.		
___ 12	Consults legal counsel to ensure that policies comply with federal and state law.		



General Function

- ___ 13 Provides positive customer services, external and internal.
- ___ 14 Performs all duties in conformance with appropriate safety and security standards.
- ___ 15 Maintain confidentiality in respect to all matters as governed by local Ordinance, State, and Federal Laws.
- ___ 16 Flexibility in receiving and performing work assignments.

- ___ 17 Participate in Continuing Quality Improvement.
- ___ 18 Attend continuing education in-services, as needed.
- ___ 19 Fosters an atmosphere of teamwork and collaboration by assisting co-workers and other departments as needed and directed.

- ___ 20 Perform special projects and related duties as required or assigned by the Mayor, Village Administrator and/or designee.

ABILITY AND INTERPERSONAL COMMUNICATIONS:

The intent of this description is to provide a representative summary of the major duties and responsibilities performed by staff. Staff may be requested to perform job-related tasks other than those specifically presented in this description.

COMMUNICATIONS

INTERNAL: Full-time Staff, Service Department Superintendent, and Chief of the Utility Department, Village Administrator, and Mayor.
EXTERNAL: Local Community (Ashville Residents), General Community (Residents outside of Ashville), and Phone Contacts.

QUALIFICATIONS

Minimum Qualifications:

- Graduation from an accredited four-year college or university with a degree in human resources, public administration, business management of a closely related field.
- Plus five (5) years relevant work experience, or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities

Special Requirements:

- A valid Ohio Driver’s License
- Must be bondable.
- CPR/First Aid certification or ability to acquire when made available through the Village of Ashville.

Tools and Equipment Used:

- Requires frequent use of personal computer, including word processing, database and spreadsheet programs; calculator, telephone, copy machine and fax machine.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of modern policies and practices of public personnel administration; thorough knowledge of employee classification, compensation and benefits, recruitment, selection, training, and labor relations; working knowledge of risk management and safety practices;
- (B) Skill in preparing and administering municipal budgets; skill in planning, directing and administering personnel programs and systems; skill in operating the listed tools and equipment;
- (C) Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, Village officials, labor unions and the general public; ability to efficiently and effectively administer a human resource system.

PHYSICAL REQUIREMENTS

Employee is in general good health able to perform essential job functions either unaided or with assistance of reasonable accommodations. This determination will be made on a case by case basis by management, for otherwise qualified persons who, because of an AD disability, are unable to perform the physical or mental requirements for the job. The physical demands listed are illustrative of demands most commonly imposed on the incumbent of this position.



While performing duties of this job the employee:

- 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 frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Frequently gets into and out of trucks and other equipment.
- Ability to deal effectively with stress.

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 moderately quiet.

Selection Guidelines

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.
- A signature constitutes a statute of limitation on any action after six months of leaving employment.

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EMPLOYEE UNDERSTANDING AND AGREEMENT

Reviewed By:	Contracted Employee, Personnel Director, Brian Garvine	Date:	
Signature			
I understand, and will perform, the duties and requirements specified in this job description.			
Administrative Approval:	Village Administrator, Franklin Christman	Date:	
Signature			
Administrative Approval:	Mayor, Charles K. Wise	Date:	
Signature			
Review Approval:	Personnel Director, Brian Garvine	Date:	
Signature			
Last Updated By:	Village Administrator in collaboration with Fiscal Officer & Mayor	Date/Time:	1/31/2019 11:29 AM