

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

EXECUTIVE DIRECTOR, HUMAN RESOURCES AND LABOR RELATIONS

SALARY SCHEDULE: ADMINISTRATIVE – A

COST CENTER: HUMAN RESOURCES DEPARTMENT (9023)

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution in Human Resources Management or related field with five (5) years progressively more responsible human resources related work experience or
- (2) A Master's Degree from an accredited educational institution in Human Resources Management or related field
- (3) Certification in Human Resource Management preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated knowledge of the collective bargaining process and of Florida law and the Administrative Code as it relates to human resources management. Knowledge of federal rules and regulations governing the employment process. Knowledge of Florida funding mechanisms and budgeting. Knowledge of laws, rules, and regulations related to risk management and benefits. Ability to use high level interpersonal skills in order to maintain effective working relationships. Possess skills in problem-solving, planning, supervising, organizing and scheduling. Ability to handle highly sensitive personnel matters in a timely and professional manner. Ability to organize and prioritize activities. Ability to communicate effectively both orally and in writing.

REPORTS TO:

Assistant Superintendent-Chief Operating Officer

JOB GOAL

To provide direction for the Human Resources Department and all activities relating to risk management, benefits, labor relations, and the development, recommendation and promotion of comprehensive instructional and classified personnel policies and programs.

SUPERVISES:

Employee Relations Administrator
Staffing Administrator
Supervisor, Risk Management
Administrative Assistant III

PERFORMANCE RESPONSIBILITIES:

- * (1) Plan, develop and recommend programs to improve teacher attendance, hiring of minority teachers, long-term professional development, formal leadership training for principals and the interview process for new teachers.
- * (2) Direct all activities relating to labor relations.
- * (3) Provide leadership, coordination and supervision of risk management and benefits.
- * (4) Plan, recommend and promote policies and programs which, through proper utilization of manpower, will support School Board objectives.
- * (5) Formulate, in collaboration with other management personnel, the personnel policies of the School Board.
- * (6) Communicate and assist in the interpretation and implementation of personnel policies.
- * (7) Monitor and evaluate general employee attitudes.
- * (8) Participate in personnel decisions involving employees.
- * (9) Direct the human resources staff in assisting all administrators in the recruitment, interview, testing, placement, appraisal, transfer, promotion, demotion or termination of employees.
- * (10) Ensure that uniform standards of working hours, overtime, vacation, leaves of absence, holidays and related policy areas are maintained.
- * (11) Administer the wage and salary function, including maintenance of a positive evaluation program

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- * (12) Conduct personnel research, prepare personnel statistics and develop, conduct or assist in training programs.
- * (13) Assist in the interpretation of programs, philosophy and policies of the District to staff, student and the community.
- * (14) Interact with parents, outside agencies, businesses and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- * (15) Respond to inquiries or concerns in a timely manner.
- * (16) Keep the Superintendent informed of potential problems or unusual events.
- * (17) Work closely with District and school staffs to support school improvement initiatives and processes.
- * (18) Disseminate information and current research to appropriate personnel.
- * (19) Keep well informed about current trends and best practices in areas of responsibility.
- * (20) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (21) Facilitate the development, implementation and evaluation of staff development activities provided in assigned areas.
- * (22) Promote and support professional growth for self and others.
- * (23) Develop annual goals and objectives consistent with and in support of District goals and properties.
- * (24) Maintain a network of peer contacts through professional organizations.
- * (25) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- * (26) Develop or assist in developing the department budget and monitor its implementation.
- * (27) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (28) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (29) Serve on District, state or community councils or committees as assigned or appropriate.
- * (30) Represent, consistently, the District in a positive and professional manner.
- * (31) Provide leadership and direction for the assigned areas of responsibility.
- * (32) Provide leadership and guidance in the development of annual goals and objectives for assigned department.
- * (33) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- * (34) Assist in implementing the District's goals and strategic commitments.
- * (35) Exercise proactive leadership in promoting the vision and mission of the District.
- * (36) Provide oversight and direction for cooperative planning with other agencies.
- * (37) Set high standards and expectations for self and others.
- * (38) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (39) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- * (40) Facilitate problem-solving by individuals or groups.
- * (41) Perform other incidental tasks consistent with the goals and objectives of this position.
- (42) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities