



SHAMES JCC on the HUDSON JOB DESCRIPTION

Job Title: Director, Human Resources
Department: Operations

Reports to: Chief Financial Officer
Created: 2/15/21

POSITION SUMMARY:

The JCC's Director, Human Resources ("Director of HR") is responsible for aligning the agency's approach to employment relationships with its overall business and mission-oriented goals and objectives. S/he will lead the agency's human resources function including the direction, coordination, management and implementation of HR strategy. S/he must be capable of understanding and managing the diverse HR-related needs of each department across the agency. And, s/he must be capable of integrating such diverse needs into comprehensive agency-wide HR policies and protocols.

The Director of HR should be a subject-matter expert, with excellent inter-personal skills and abilities to work both independently and as a team member. Maintaining up-to-date knowledge about HR rules and regulations is vital. Exceptional communication, analytical, and problem-solving skills are also essential. The Director of HR must demonstrate sound and consistent judgment and decision making abilities, technical skills, with strong operational and execution focus. S/he must be able to effectively communicate across all levels of the organization. S/he should be able to work in a fast-paced environment, taking initiative and prioritizing multiple tasks with minimal supervision. S/he must be a trustworthy professional with strong organizational skills and attention to detail.

The Director, Human Resources will serve as a member of the JCC's management team and functions in alignment with the JCC's overall program and agency operations in their entirety.

The Director, Human Resources is a full-time, exempt role.

RESPONSIBILITIES & ESSENTIAL FUNCTIONS:

- Drive Implementation of "Best-Practices" in all Aspects of the Employment Cycle at the JCC
 - Maintain in-depth knowledge of applicable federal, state and local laws to reduce legal risks and ensure regulatory compliance, working with legal counsel as needed. Study existing, new and anticipated legislation; enforce adherence to requirements and advise on needed actions.
 - Develop, vet and implement:
 - HR policies & procedures, aligning with agency mission and objectives as directed by management;
 - Programs to address staff training & development, payroll, benefits and other employee focused programs as directed by management.
 - Provide HR policy & procedure guidance and interpretation.
 - Provide and direct day-to-day support of the organization's HR needs (including, without limitation, recruiting, on-boarding, leave management, holiday and vacation schedules, etc.)
 - Manage review processes, including systematic creation and/or review of job descriptions

- Direct and Manage Employee Relations
 - Develop and foster effective working relationships between managers and employees to improve communication and build morale.
 - Manage employee relations issues, conduct thorough and objective internal investigations, identify resolutions (consulting with management and legal counsel as needed) and follow up periodically as appropriate.
 - Adapt management style and approach to specific situation(s) or person(s) to achieve desired results and performance.
 - Support supervisors & managers by assisting, counseling and/or coaching as needed on employee management practices, performance issues, disciplinary actions and terminations.
- Leadership
 - Support management by providing human resources advice, counsel, and decisions
 - Respond promptly to inquiries. Handle difficult or emotional employment-related situations.
 - Mentor staff; provide guidance, support and clarity
 - Demonstrate problem-solving capacity; see beyond the present to anticipate future needs and opportunities.
 - Manage up and share pertinent information with supervisor on a timely basis
 - Update job knowledge by participating in conferences, educational opportunities and professional organizations, reading professional publications, and maintaining personal networks.
- Perform such other duties and tasks as may be assigned

QUALIFICATIONS AND REQUIRED CERTIFICATIONS:

- College Degree and relevant training in HR is required.
- Minimum 8-10 years progressive HR experience, preferably in a non-profit organization, with knowledge of:

– Current Labor & Employment Laws	– Diversity Programs	– Manager & Employee Training
– Employee Relations & Work Force Development	– Compensation & Benefits	– Recruitment & Retention
– Org. Development & Strategic Business Planning	– Performance Management	– Policy Development & Execution

- Knowledge of MS Office, various HRIS software &/or benefit/payroll management systems essential. Must be able to work with computers with minimal IT support.

PHYSICAL REQUIREMENTS:

- Frequently required to stand, sit, and/or walk
- Frequently required to type and use a computer
- Frequently required to speak in-person, by phone and/or by video conference

WORK ENVIRONMENTS:

- Mostly inside work
- Occasional remote work upon supervisory approval

I have read and understand the expectations and duties of the job I am being hired to do.

Print Name

Signature

Date