

# **CITY OF MARGATE, FLORIDA JOB DESCRIPTION**

**JOB TITLE: ASSISTANT DIRECTOR OF HUMAN RESOURCES (039).**

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## **GENERAL STATEMENT OF JOB**

This highly responsible supervisory and professional position performs various administrative and technical work with the oversight of Risk Management, Recruitment, and Payroll & Benefits Divisions. Proactively assists the Director with planning, directing, and coordinating personnel, payroll, insurance, and risk management administration. Work is performed under the general supervision of the Director of Human Resources with wide latitude for the use of independent judgment and the selection of work methods, procedures, and the application of professional techniques.

## **ESSENTIAL FUNCTIONS**

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Assists in the administration of the City's human resources programs to meet departmental and City's strategic goals; including the planning, scheduling, coordination, and implementation of departmental programs and activities and the preparation and implementation of the department's annual budget.

Directs and reviews the activities of the City's benefits and wellness program.

Assists in the preparation and distribution of written and verbal information to inform employees of benefits programs such as insurance plans, pension plans, and special employer-sponsored activities.

Coordinates open enrollment process for all City employees; develops and administers City-wide wellness initiatives that promote overall well-being and programs that attempt to mitigate risk associated with high claim expenses and trends.

Conducts independent investigations in response to employee complaints and recommends appropriate actions. Represents the City at fact-finding meetings, grievance hearings, and any other administrative hearings as assigned.

Develops and monitors employee evaluation procedures and employee training and development programs.

Assists with the development and presentation of agenda items to the City Commission as needed.

Assists with the evaluation of insurance policies held by the city, makes recommendations on policy changes; develops requests for proposals from insurance carriers; reviews and approves invoices and authorizes payments.

Assists with reviewing statistical data showing trends in claims, incidents, risk exposure, damages and losses; analyzes data and makes recommendations on changes in risk management program.

Recommends and drafts proposed updates and development of new personnel standards, procedures, rules, and regulations.

Collaborates with staff across the Division and City to accomplish goals, manage projects, and ensure activities support strategic initiatives.

Oversees all aspects of personnel services including recruitment, screening, selection, onboarding and orientation.

Writes new and revised job descriptions ensuring compliance with applicable State and Federal laws. Recommends classifications, pay grade assignments, and reviews requests for new job titles or reclassifications.

Prepares, analyzes, and summarizes various routine and non-routine reports monthly and annually for the purpose of maintaining compliance with established federal, state laws, regulations, and evaluating performance of programs administered under charge.

Serves as the Human Resources Department Records Management Coordinator.

Responds to Unemployment Compensation claims.

Performs emergency response duties as necessary.

During the absence of the Director, exercises all authority and performs the duties of the Director.

## **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree, in Human Resources, Business Administration, Public Administration, or closely related field supplemented by five (5) years increasingly responsible managerial and supervisory experience in human resources required, including three (3) years' experience in local government or an equivalent combination. IPMA-CP or IPMA-SCP certification is preferred. Must be skilled in the use of the Microsoft Office Suite.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; some lifting and carrying objects of light to moderate weight (10-20 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and city administrative operations.

Intelligence: Requires the ability to utilize long-range planning principles and methods. Requires the ability to analyze, plan, and draw valid conclusions in program management and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize algebraic formulas and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and managing paperwork and documentation.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform duties when confronted with individuals acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, i.e. dirt, cold, rain, fumes.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge and understanding of the principles and practices of human resources administration.

Knowledge and understanding of the principles and practices of personnel health insurance administration.

Knowledge and understanding of the organizational, functional and financial challenges of administering a municipal human resources program.

Knowledge and understanding of insurance, Worker's Compensation, Risk Management, and personnel issues as they relate to federal and state regulatory compliance.

Knowledge of long range planning principles and methods.

Skilled in both written and oral communications for effective expression of ideas and clarity in task assignment.

Ability to assess municipal programs and proposed policies in terms of their financial and administrative implications.

Ability to present findings effectively in complex, oral or written reports.

Ability to establish and maintain effective work relationships with other employees, city officials, federal and state regulatory agencies, and various safety and medical committees established by the city.

Ability to professionally represent city administration to members of the public and private individuals expressing concerns in any area of human resources administration.

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

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Employee Name and Signature

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Date