

Job Description: Human Resources Director

Objective: The Human Resources Director guides and manages the overall provision of human resource services, policies, and programs for the Buffalo Bill Center of the West. Additionally, this individual has responsibility for management of the Center's wellness, volunteer, fellowship, and internship programs.

Level of Responsibility:

- Reports to: Chief Operating Officer / Chief Financial Officer
- Supervisory duties: H.R. Assistant, volunteers, and interns

Job Duties:

Human Resources Functions:

- Responsible for recruiting and staffing. Sources candidates. Screens and interviews candidates. Ensures that background checks are complete and satisfactory. Negotiates terms of employment, to include salary. Prepares offer letters. Communicates with rejected candidates.
- Leads performance management and improvement systems.
- Conducts investigations into allegations of misconduct. Recommends discipline.
- Provides oversight to performance and disciplinary communication.
- Provides guidance for organization development. Executes tactics such as employee surveys, data collection, and analyzing data. Recommends system and process changes to support the organization's strategic plan.
- Manages compliance to employment legislation such as FLSA, WARN Act, civil rights legislation, FMLA, Child Labor, and other legislative requirements.
- Leads employee orientation, development, and general training. Periodically inventories training needs. Develops and executes training plans to respond to needs.
- Leads policy development and documentation.
- Maintains updated employee handbooks.
- Manages employee relations. Investigates and resolves complaints when appropriate.
- Influences practices to control turnover.
- Provides oversight to compensation. Completes compensation analysis.
- Recommends benefit design and manages benefits administration.
- Assists with employee safety and welfare.
- Files and coordinates worker's compensation claims.
- Recruits interns. Coordinates social and educational events for interns.
- Provides information and policy recommendations to appropriate board committees such as Finance, Investment, and Personnel Committee; and Audit, Compliance, and Risk Management Committee.
- Is an active member of the Content and Operations Management Team.
- Oversees Fellowship Program by publishing a call for proposals, chairing Fellowship Committee and handling administrative details for Fellows' residency.

- Leads the Wellness Program and Committee to encourage healthy behavior in employees and their families through education, demonstrations, and incentives.

Volunteer Coordinator Functions:

- Recruits and interviews new volunteers.
- Orients new volunteers.
- Facilitates the writing of volunteer job descriptions. Persuades departments to try new volunteer jobs.
- Oversees volunteers during large, volunteer-based special events such as Powwow and Holiday Open House.
- Maintains records of active volunteers such as contact information, volunteer jobs, and hours worked.
- Oversees recognition programs for volunteers to include at least one special recognition event.
- Provide volunteer relations assistance to resolve conflicts or other problems.
- Conduct customer service training and safety training for the volunteers.

Standards of Performance:

- Carry out the functions outlined above in an efficient, discreet and timely fashion. Uses confidentiality when appropriate.
- Execute Center's Strategic and Business Plans as it relates to the Human Resources function.
- Adhere to Center-wide policies and procedures, and collections policies and procedures.

Qualifications:

- Requires a Bachelor's Degree in Business, Public Administration, Employee Relations, or a related field. A Master's Degree in Human Resources or a related field such as Employee Relations, Industrial Psychology, or Public Administration is preferred.
- Ten years of Human Resources Management experience.
- Possess an excellent knowledge of employment legislation.
- Possess strong knowledge of health, safety, and wellness practices.
- Have extensive employee relations experience.
- Have excellent knowledge of compensation and benefits practices and procedures. Have 3 or more years of experience with compensation and benefits design and implementation. Have a willingness to do the transactional work in administering these areas.
- Have experience in project planning and management.
- Demonstrate excellent verbal and written communication and organizational skills.
- Possess qualities of teamwork, patience, adaptability, good humor, and the ability to work cooperatively with other staff and to also work independently.
- Have strong Microsoft Office Suite skills, to include Excel. Knowledge of accounting software or HRIS is desirable.
- Human Resources experience in a non-profit is a strong preference.
- Some experience working with volunteers is highly desirable.

Classification: The position of Human Resources Director is an exempt classification and is not eligible for overtime. In some instances, evening and weekend work may be required.