



Town of Front Royal

Human Resources Director

Pay Grade: G17 Salary Range \$78,0000 - \$125,000

Employment Status: Full-time

FLSA Status: Exempt

Experience Required: 10 years of progressively responsible experience in Human Resources with 5-7 years of a senior/administrator level in an organization with comparable responsibilities supervisory; possessing a broad skill set appropriate to the breadth of local government operations; human resources, and consistently increasing responsibilities in career growth

Minimum Education Requirements: A Bachelor's degree in Public Administration, Business Administration, Organizational Management, Human Resources, or a related field; Master's degree is highly desirable and preferred.

Direct Supervisor: Town Manager

Job Summary: Under limited supervision, this position is responsible for the overall leadership and management of Human Resources to include recruiting and selection, classification and compensation, performance management, employee relations, organizational development, equal employment opportunity, risk management and Workers' Compensation.

Salary and Benefits

The hiring range is \$78,000 to \$95,000. Base salary and compensation are negotiable based on experience and qualifications. The Town offers a comprehensive benefits package ([Human Resources | Front Royal, VA](#)).

Residency within Town or Warren County limits is required.

See full job ad at <https://www.governmentjobs.com/careers/frontroyalva>

To apply, email a cover letter with resume, salary history and five professional references to Ms. Tina Presley, Clerk of Council at TPresley@frontroyalva.com. Resume review begins April 19, 2021. Finalists will participate in interviews and skill assessments on May 3-4, 2021. Interviews with the Town Manager will follow at a subsequent time. The Town of Front Royal is an Equal Opportunity Employer.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- A. Provides leadership and strategic direction for developing, administering and communicating human resources programs, policies and procedures to meet overall Town needs and objectives; to meet legal requirements, to promote cost effectiveness, to be responsive to both management and employees, and to attract, retain, and develop a highly qualified, motivated and effective workforce.
- B. Establishes, implements and evaluates internal systems to effectively meet operating goals and objectives. Develops and evaluates policies and procedures to effectively carryout departmental operations; promotes staff collaboration, innovation and critical thinking in developing solutions and approaches to departmental issues. Responsible for effective employee relations, diversity and staff development; oversees and performs employee evaluations; and oversees human resources policies and procedures.
- C. Responsible for overall management of the department; including budget research, development, preparation and budget monitoring to ensure cost effectiveness. Ensures that purchasing and financial transactions are properly conducted in accordance with Town administrative policies and procedures.
- D. Develops proposals and reports as requested by Town Manager and Town Council and presents recommendations to Town Management, Town Council and to other groups. Responsible for coordinating with Town Manager planning related items for placement on Town Council Agendas and Work Sessions;



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ensures reports, studies, and plans are appropriately processed in accordance with federal, state, and Town laws and ordinances.

- E. Responsible and accountable for coordinating activities with other Town departments, other jurisdictions and state and federal agencies.
- F. Keeps informed of current developments in the field of Human Resources, particularly new legislation, professional trends and technological advances.
- G. Performs other duties as assigned.

Key Priorities

- A. Manage and execute Town's Workforce and Organizational Performance Review
 - B. Update new Employee Handbook
 - C. Oversee and develop Town's strategic plan and performance measures
 - D. Establish a Town's Learning Management System (LMS)
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PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the Town's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Human Resources – General knowledge of the functional areas of human resources and extensive knowledge of modern adult learning principles, theories and practices. General knowledge of organizational development principles and practices. Knowledge of learning management systems.
- Management of Personnel – Knowledge of leadership techniques, principles and procedures to assign, schedule, supervise, train and evaluate the work of assigned staff. Knowledge of office systems, practices and administration.
- Customer Service – Thorough knowledge of principles and processes for providing customer services. This includes setting and meeting quality standards for services and evaluation of customer satisfaction.
- Technology – Thorough knowledge of current trends and practices related to the use of technology in Human Resources.

REQUIRED SKILLS

- Performance Management – Monitoring/assessing performance of yourself, other individuals, or the organization to make improvements or take corrective action. Motivating, developing, teaching and directing people as they work, identifying the best people for the job.
- Critical Thinking – Using logic and reasoning to understand, analyze, and evaluate complex situations and then to research information to identify the strengths and weaknesses of alternativesolutions, conclusions or approaches to the situation. Applies general rules to specific problems to produce answers that make sense. Combines pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Judgment/Decision Making – Evaluating the best method of research and then exercising appropriate judgment in establishing priorities and resolving complex matters. Considering the relative costs and benefits of potential actions to choose the most appropriate one.



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- Interpersonal Relationships - Deals with people beyond giving and receiving instructions. Maintains high morale among all department employees. Shares knowledge with supervisors and staff for mutual and departmental benefit. Develops and maintains cooperative and professional relationships with employees, managers in other departments, representatives from organizations, and the general public. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons. Excellent skills to effectively negotiate contracts, development agreements, agreements of sale and related agreements.

REQUIRED ABILITIES

- Coordination of Work - Ability to establish and implement effective administrative and management programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events. Performs a broad range of supervisory responsibilities over others. Highly developed ability to evaluate plan alternatives in relation to trends, costs, and social pressures and needs.
- Communication – Excellent ability to effectively communicate complex ideas and proposals to include preparation of reports, agendas, and policies. Excellent ability to listen and understand information and ideas presented verbally or in writing. Ability to handle a variety of human resources issues with tact and diplomacy and in a confidential manner.
- Budget Management – Fiscally conservative and knowledge of the principles and practices of public budgeting, including public finance.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check and a valid driver's license with an acceptable driving record.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

- Essential functions are regularly performed without exposure to adverse environmental conditions.