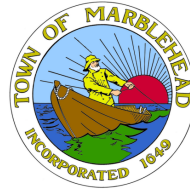


# Director of Human Resources

## *Town of Marblehead*

July 26, 2023



The Town of Marblehead seeks highly motivated qualified applicants for position of Director of Human Resources. Position is full-time. Under the direction of the Town Administrator and working collaboratively with Department Heads and office staff, assist with a wide variety of management responsibilities including labor relations, contract administration and personnel management. Salary: \$86,654 - \$112,651.

### Recommended Minimum Qualifications:

- Bachelor's degree in Human Resources and /or Public Administration, Master's Degree strongly preferred
- Five to seven (5-7) years of related human resources experience preferably in a municipal setting; or any equivalent combination of education, training and experience.

Send resume and cover letter to Town Administrator, Abbot Hall, 188 Washington Street, Marblehead, MA 01945; email [wileyk@marblehead.org](mailto:wileyk@marblehead.org) AA/EOE. Resume and cover letter due September 1, 2023. All applicants will be considered without regard to age, race, religion, color, sex, physical or mental disability, or national origin.

For the full job description visit <https://www.marblehead.org/about-marblehead/pages/town-employment-opportunities>

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**TOWN OF MARBLEHEAD  
NOTICE OF JOB VACANCY  
DIRECTOR OF HUMAN RESOURCES**

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**7.26.23**  
Date Posted

Application for this vacancy will be received  
for five working days only.

<b>Director of Human Resources</b>	10	\$86,654 - \$112,651
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<hr/> Position Title	<hr/> Grade	<hr/> Salary
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40Hr/Wk	<b>Thatcher Kezer, Town Administrator</b>
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<hr/> Regular Working Hours	<hr/> Department Head
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Responsibilities (Brief Job Description):  
**see attached job description**

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Interested candidates are invited to submit a resume or application for employment to the Department Head listed above. Applications for employment are available at the Select Board's Office.

All applications will be considered without regard to age, race, religion, color, sex, physical or mental disability, or national origin.

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This memo posted by:

**Thatcher Kezer**  

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Name

**Town Administrator**  

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Title

**Director of Human Resources**  
**Town of Marblehead**

**Definition:**

Under the direction of the Town Administrator and working collaboratively with department heads and office staff, assist with a wide variety of management responsibilities including labor relations, contract administration, and personnel management.

**Essential Functions:**

- Directs and administers all human resource and payroll functions for Town personnel, included, but not limited to: recruitment, benefits administration, state and federal regulation compliance, wage and salary administration, job classifications and position revisions, collective bargaining negotiation and administration, policy administration, grievance procedure administration, staff training, and performance evaluations programs.
- Provide labor relations support to Town leadership teams; perform in-depth research for collective bargaining proposals; research practices in other communities and help draft bargaining proposals; attend bargaining sessions and maintain records of the proceedings; and produce new agreements at the end of bargaining.
- Oversee classification and compensation programs for the Town.
- Establish and lead the standard recruiting, hiring, and assessment practices for the Town.
- Monitor and support staff evaluation procedures, provide professional development in evaluation protocols and methods, provide notifications of timelines, ensure compliance with evaluation requirements, and compile data on evaluation completion and efficacy.
- Plan and coordinate recruitment and selection procedures for exempt and non-exempt employees including: Preparation and placement of recruitment announcements and advertising; recommendation of appropriate recruitment process; assist department heads with screening of applications and identification of most highly qualified candidates; and assist departments in developing interviews and other selection procedures. Perform record/background and CORI/SORI checks as may be required by state law.
- Serve as the Title IX Compliance Officer and Grievance Officer in support of the nondiscrimination and harassment prevention policies.
- Address personnel issues for the Town and serve as the subject matter expert on personnel matters including progressive discipline and performance improvement plans when necessary.

- In consultation with the IT department, oversee HR software application and implementation and upgrades. Troubleshoot and resolve system errors; verify system back-up schedules and procedures.
- Mediate employee disputes: work to improve communication within departments; provide advice and counsel to department heads on a wide variety of topics.
- In consultation with the IT staff, analyze software solutions designed to meet the department's needs to promote state of the art human resource practices. Oversee software application implementation and upgrades. Troubleshoot and resolve system errors; verify system back-up schedules and procedures.
- Act as the Town's Affirmative Action Officer. Update AA Plan; monitor and encourage diverse hires throughout the organization; oversee recruitment processes and advertisement practices to ensure diverse audiences.
- Develop an annual training program for Town supervisors and employees.
- Administer workers' compensation, MGL Ch.41, §111F compensation and ensure that safety practices are being followed throughout the Town's worksites.
- Work collaboratively with supervisors and managers throughout the town, provide effective and thoughtful resolutions to organizational issues that impact employees. Assess the climate for effective performance, training, and development needs; promote a culture of employee engagement; attend to employee relations and organizational structure as it effects employee motivation and interdepartmental relations; make recommendations for optimizing human resources.
- Ensure the accuracy and accessibility of personnel records. Maintain and dispose of other departmental records in accordance with Massachusetts Public Records Laws.
- Ensure the efficient and effective operation of office staff, and state of the art human resource practices.
- Performs all other related duties as assigned.

**Recommended Minimum Qualifications:**

Education, Training and Experience:

- Bachelor's degree in human resources and/or Public Administration, master's degree strongly preferred.
- Five to seven (5-7) years of related human resource experience preferably in a municipal setting; or any equivalent combination of education, training, and experience.

### Knowledge, Ability and Skill:

- Substantial knowledge of Human Resources and municipal personnel administration, concepts, and best practices.
- Knowledge of Massachusetts General Laws and federal laws, as they pertain to labor relations and collective bargaining, and the rights of employees.
- Significant understanding and knowledge of human resource functions and human resource software products.
- Knowledge of business software and customized municipal and human resource applications; must have expertise in Microsoft Office and knowledge of municipal finance software preferred. Must have sufficient experience with a variety of software programs to handle report writing and generation, and data warehousing.
- Ability to provide guidance and facilitation on personnel issues requiring legal processes and procedures.
- Ability to communicate effectively orally and in writing, to work independently, and to give presentations; ability to establish positive employee relations; and to interact with a wide variety internal customers and external vendors.
- Ability to exercise a high degree of diplomacy and judgment, to establish policy directives and to work with all levels of the organization, i.e., elected boards, department heads, and front-line staff, as well as legal counsel, union representatives, consultants, community and business leaders and the public. Excellent customer service and interpersonal skills.
- Planning, management, organizational, supervisory and leadership skills.
- Ability to identify goals and objectives and organize workload, and the ability to recognize organizational priorities and work cooperatively with multiple stakeholders to accomplish goals and objectives within strict deadlines.
- Ability to administer and interpret regulations, policies, and procedures firmly, tactfully and impartially.
- Ability to multi-task effectively and work within timelines.
- Remain current through membership in the Massachusetts Municipal Human Resources Association; attend meetings as schedule permits.
- Commitment to hiring and retaining a diverse staff and the ability to inform stakeholders of the best practices in this area.
- Ability to maintain records and prioritize tasks.

**Supervision:**

- Supervision of approximately 2-3 employees responsible for the processing of payroll and benefits.

**Physical Requirements:**

- May spend extended periods of time at workstations performing tasks requiring eye-hand coordination, finger dexterity and viewing computer screens.
- May require some modest physical effort such as standing for periods of time, walking, and climbing stairs.
- May require occasional night or weekend work.

**FLSA:**

Exempt