

City of Rapid City Job Description

Job Title	Human Resources Assistant Director		
Job Code:	HRAD	Job Family:	
Pay Grade:	NU 25	Date Revised:	4/12/2021
FLSA Status:	Exempt		

General Summary: The Human Resources Assistant Director is a first point of contact for the daily operations of the City's Human Resources Department. This position is responsible for coaching and mentoring the Human Resources team and providing input to the Director regarding all human resources activities performed within the City of Rapid City organization.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Oversees the day to day activities and operations of the Human Resources department, ensuring that staff have the necessary resources and coaching to carry out the goals and objectives of the department.
- Mentors and motivates HR staff members. Formally supervises Generalists and Specialists through interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Serves as primary point of contact and expert in Employee Relations and Talent Development within the organization.
- Makes recommendations and confers with the Director on all applicable complex HR matters.
- Responsible for developing partnerships and strong working relationships with other departments and work groups in order to attain excellent customer service as well as ensure HR is viewed as a trusted strategic partner.
- In partnership with the Director, leads in the planning, development, coordination and implementation of the Human Resources Department's policies, procedures, goals and objectives.
- Represents the Director in his/her absence to executive staff, department directors, elected officials, outside agencies, citizens, and other groups in all matters pertaining to Human Resources.
- Serves as a mediator to resolve inter-department and cross-department conflict.
- Assists with monitoring the implementation and execution of the budget to ensure financial obligations and department goals are met.

Qualifications:

Education and/or Experience:

Bachelor's degree in human resources or business related field from an accredited university and 10 years experience of progressively responsible work in the human resources field; or any such combination of education, experience, and training as may be acceptable to the hiring authority.

The ideal candidate will possess broad human resources experience including a minimum of 5 years supervisory/staff management experience.

Certificates, Licenses, Registrations:

PHR/SPHR and/or SHRM-CP/SHRM-SCP are required.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most work is performed indoors in an office where noise and interruptions often occur.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to sit; stoop, kneel, crouch, or crawl and talk or hear. The employee must regularly lift and /or move up to 10 pounds. The employee will be required to communicate effectively orally and in writing. The ability to talk and hear via the telephone and through face-to-face communication is needed. Ability to maintain a professional appearance and demeanor is necessary.