Charter Township of Ypsilanti

***DIRECTOR OF HUMAN RESOURCES***

***Non-Union Position***

***Exempt***

**Summary**

The Charter Township of Ypsilanti is a family-oriented community of over 50,000 residents located on the eastern edge of Washtenaw County. The Director of Human Resources, under the general direction of the Township Supervisor, or their specified designee, directs, manages, and coordinates, the human resources and risk management activities for all Township departments, including the Fire Department as well as Parks & Recreation. Responsibilities include recruitment, selection, classification and compensation, benefits administration, workers’ compensation, risk management insurance programs, training, employee relations, labor contract administration and negotiations, and employee safety and wellness. Maintains confidentiality of sensitive and/or personal information. Provides leadership around such initiatives as identifying cost efficiencies across departments.

**Supervision Received**

Work performed under the general guidance of the Township Supervisor or designee.

**Supervision Exercised**

Supervision over the HR Manager, HR Specialist, HR Generalist, I.T. Department and additional personnel as assigned.

**Responsibilities and Duties**

*An employee in this position may do any or all of the following essential duties. (These examples do not include all the duties the employee may be expected to perform.)* *To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. The ideal candidate will work under the direction of the Township Supervisor, in collaboration with the other full-time elected officials, and other department directors, in creating a township culture that is collaborative, team and service-oriented by creating, recruiting, selecting, orienting and putting into place human resources systems that will instill an attitude of service-oriented performance throughout the organization.
2. Regularly meets with the Township Supervisor to discuss the status of current activities, reports, and upcoming projects.
3. Ensures compliance with all state and federal laws and Township ordinances, policies and procedures related to human resources. Maintains necessary records and information, analyzes data, compiles reports required by regulatory agencies and Township administration.
4. Provides advice and information to Elected Officials, Department Heads, and employees related to employment issues, policies, and procedures.

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1. Defines, implements, and administers the employee compensation program. Shall oversee the payroll development, leave time accruals, and benefits programs. Conducts and/or coordinates surveys and job analyses to develop job descriptions and pay ranges. Updates and maintains the Township’s wage ranges and benefits.
2. Administers employee insurance and retirement contracts, including worker’s compensation, unemployment, health, life and disability insurance, deferred compensation and defined benefit retirement programs. Serves as the liaison with providers and maintains agreements.
3. Serves as a member of the Township’s collective bargaining team. Proposes and completes the drafts of contract language, and studies and reports on the potential cost and service impacts of proposed provisions. Administers all collective bargaining agreements and employee contracts.
4. Manages and leads the selection, recruitment, hiring, discipline and discharge processes of Township employees. Shall oversee recruitment advertising, application reviews, interviews, selection processes, and background checks on applicants. Shall oversee the proper maintenance and access to personnel files.
5. Oversees staff training programs. Will ensure employees are properly trained to perform their jobs professionally and safely. Investigates incidents and injuries and coordinates physical inspections to identify potential liabilities.
6. Serves on special committees and participates in civic and professional organizations as assigned.
7. When directed by the Township Supervisor, acts as a community liaison on her behalf, responding to inquiries and issues of community leaders and public groups.
8. Assists the Police and Fire Pension Board, as well as the Civil Service Commission, with the preparation of meeting materials, facilitation of meetings, record keeping, and compilation of data and information as needed.
9. Prepares annual budget request for the department’s operations. Ensures adherence to the approved budget. Performs overall general fund budget oversight duties as directed.
10. Oversees the Education and Training needs of employees as it relates to required licensing and certifications needed to perform their job duties.
11. Attend meetings of the Township Boards and Commissions, as needed.
12. Develops, recommends and updates township personnel policies.
13. Performs related work as required.

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**Essential Functions, Qualifications, and KSA’s for Employment**

*The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position.  These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.*

* A Bachelor’s Degree in Business, Public Administration, Human Resources, Labor Relations or a related field. A Master’s Degree in a related field is preferred. SPHR or similar certification is highly desirable.
* Leadership experience working in the public sector is required.
* Seven or more years of labor relations, human resources management, or related experience. Experience with supervising and developing others.
* Thorough knowledge of the laws, statutes, and regulations pertaining to employee recruitment, hiring, discharge, record-keeping, training, payroll, insurance and retirement.
* Considerable knowledge of the principles and practices of municipal government operations, including budget management.
* Demonstrated success with establishing confidential and effective working relationships. Demonstrated use of good judgment, initiative and resourcefulness when dealing with employees, Elected Officials and the public.
* Thorough knowledge of Human Resources practices and techniques. Considerable knowledge of labor negotiations, contract administration, and mediation. Ability to work in collaboration with the Township designated labor attorney.
* A team player with initiative, sound judgment, integrity, and strong analytical skills. Strong leadership and interpersonal skills to guide and lead the Human Resource Department. A “lead by example” management style and hold self and staff members accountable to achieving and maintaining a high level of customer service and professionalism.
* The ability to establish and maintain effective working relationships with employees, retirees, elected officials, other governmental and regulatory agencies, and professional contacts.
* The ability to convey and understand information effectively and promptly through speaking, hearing, reading, and writing.
* The ability to critically assess situations, solve problems, and work effectively within deadlines, and changing work priorities.

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**Physical Demands and Work Environment**

*The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations*.

While performing the duties of this job, the employee is regularly required to talk, hear, and view and produce written documents. The employee frequently is required to sit; use hands to grasp, handle, or feel; and reach with hands and arms. The employee is required to stand, walk, and occasionally stoop or kneel. The employee must occasionally lift and/or move items of light weight.

While performing the duties of this job, the employee typically works in a business office setting. The noise level in the work environment can range from quiet to moderately loud

**Recommended Salary Range:**

$95,000.00 to $105,000.00 per year

Approved: 7.15.2025