



JOB DESCRIPTION

TITLE: Director of Human Resources

SUPERVISOR: President

JOB OBJECTIVE: Directs daily functions of the Office of Human Resources; monitors college's compliance with affirmative action/equal employment opportunity regulations.

ESSENTIAL JOB FUNCTIONS:

- A. Provides information and executes functions relating to appointments, transfers, promotions, demotions, retirements, benefits, leaves and separations
- B. Serves as custodian of all personnel records on past and present full-time, part-time and temporary employees of the institution and technology centers
- C. Serves as liaison between the college and the Tennessee Board of Regents and other TBR universities, colleges and technology centers
- D. Ensures that the preparation of personnel budgets are accurately reflected by the HRS system for reporting to TBR and for day-to-day administration; ensures that positions in the HRS system reflect all and only those positions approved by the TBR
- E. Ensures currency of HR/Affirmative Action policies and procedures
- F. Serves as coordinator for the American with Disabilities Act (ADA), Title VI, and Title IX programs
- G. Initiates recruitment procedures to attract prospective employees to the institution; ensures compliance with Federal, TBR, and college EEO/AA/ADA guidelines and policies in search and hiring processes
- H. Provides orientation/counseling for new employees, including dissemination of information regarding EEO/AA/ADA guidelines and sexual/racial non-harassment policy
- I. Investigates allegations of sexual/racial harassment, reports results, makes recommendations to president
- J. Oversees the college's professional development program
- K. Coordinates the employee performance appraisal system
- L. Performs other work as assigned

MINIMUM JOB STANDARDS:

- A. Bachelor's degree in Human Resources or related field
- B. Supervisory experience
- C. Computer skills

JOB LOCATION: The primary location is on the college's main campus. Occasional travel throughout the service area may be required.

EQUIPMENT: Equipment as required to accomplish essential job functions, including general office equipment

CRITICAL SKILLS/EXPERTISE:

- Effective oral and written communication skills
- Excellent organizational skills
- Effective problem-solving/decision-making skills
- Ability to establish and maintain effective professional relationships with a diverse group of individuals, both internal and external
- Ability to effectively prioritize tasks and meet deadlines

NON-ESSENTIAL FUNCTIONS: None

SALARY:

EMPLOYMENT DOCUMENTS: Current Federal law requires identification and eligibility verification prior to employment. Only U.S. citizens and aliens authorized to work in the United States may be employed

APPLY TO: Human Resources
Nashville State Technical Community College
120 White Bridge Road
Nashville, TN 37209

Nashville State is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA Employer

Revised 1/6/04