

Norton Sound Economic Development Corporation
Job Description

Job Title: Human Resources Director

Department: Administration
Supervisor: President & CEO
Supervisory: Yes
Grade: 13

Duty Station: Anchorage/Unalakleet/Nome
Type of Position: Regular Full-time
Eligible for Benefits: Yes
FLSA: Exempt

Summary of Organization:

The Norton Sound Economic Development Corporation (NSEDC) is a private nonprofit corporation representing 15 member communities and over 8,700 people in the Bering Strait region of northwestern Alaska. NSEDC is one of six Community Development Quota organizations in Alaska. The central office is located in Anchorage, Alaska, with various departments and offices located in Nome, Unalakleet and Savoonga. Community representatives to the NSEDC Board of Directors are located in each of the member communities.

This position is required to successfully pass a post-offer drug screen and criminal history background check, and is subject to reasonable cause and post-accident drug testing in accordance with NSEDC employee drug and alcohol testing policies. Where allowed by law, preference for employment will be given to residents of the Norton Sound region of Alaska. Knowledge of the Norton Sound region, regional fisheries and Community Development Quota organizations is preferred for all positions.

Purpose of Position:

The Human Resources Director is responsible for coordinating and implementing services, policies and programs that will provide an environment for productivity, quality work, goal attainment and ongoing development of a superior workforce.

Supervision Received:

The position receives supervision from the President & CEO who monitors work performance and gives work direction. The position functions with general independence.

Essential Job Functions and Responsibilities:

- Manage all recruitment and staffing activities for the organization.
- Develop and maintain a human resources system that meets organizational personnel information needs.
- Annually review and make recommendations to Senior Management for improvement of the organization's policies, procedures, and practices on personnel matters.
- Responsible for organizational compliance with Federal and State regulations pertaining to all personnel matters.
- Manage and administer all employee benefits programs and plans, such as retirement medical, dental, vision, life insurance, temporary disability, and wellness.
- Assist Senior Management in the annual review, preparation and administration of the organization's salary structure and employee benefits program.
- Consult with legal counsel as appropriate, and/or as directed by the CEO on personnel matters.

- Work directly with department managers to assist them in carrying out their responsibilities on personnel matters.
- Recommend, evaluate, and participate in Staff Development.
- Other duties as assigned.

Qualifications:

Bachelor’s degree in Human Resource Management or related field and five years’ experience in Human Resource Management is required. PHR or SPHR Certification is preferred.

A valid driver’s license is required.

Required Supervisory Experience:

At least 5 years supervisory experience is required.

Knowledge and Skills:

All employees should have the ability to follow policy, procedure and instructions; actively communicate with their supervisors to ensure understanding and manage their work accordingly; and represent the company in a professional manner.

- Knowledge of human resources policies and procedures including benefits and compensation
- Knowledge of laws and regulations applicable to employment
- Knowledge of employee conduct issues, including discipline and termination
- Knowledge of customer service concepts and practices
- Knowledge of presentation and public speaking skills
- Knowledge of privacy laws and regulations
- Knowledge of filing and record retention procedures
- Knowledge of policy development procedures and maintaining performance management
- Knowledge of regulatory requirements, EEO and ADA policies and procedures
- Knowledge of discipline, layoffs, internal investigation, and unemployment policies and procedures
- Knowledge of legal and regulatory requirements for litigation, dispute resolution, and congressional inquiries
- Skill in operating office equipment
- Skill in oral and written communication
- Skill in managing multiple priorities and tasks concurrently to meet deadlines
- Skill in establishing and maintaining cooperative working relationships with others
- Skill in operating a personal computer utilizing a variety of software applications

Physical Requirements

- Use hands and arms to operate office or clinical equipment
- Sit more than half the workday
- Stand and/or walk less than half the workday
- View electronic monitors for prolonged periods of time
- Lift or carry unaided less than 25 pounds

- See and hear with normal acuity

Working Conditions

- Work is conducted in a standard office environment
- Overtime is required on occasion
- Minimal travel is required (less than 25% of the time)
- Travel is done via large aircraft
- Travel is done via small (less than 16 passenger) aircraft.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

Employee Name: _____ Signature: _____ Date _____

Supervisor Name: _____ Signature: _____ Date _____