

## HR & Emergency Operations Manager

### Summary:

This multifaceted role requires a highly organized and adaptable individual to manage the City's human resources functions, lead emergency management planning and response, and provide administrative support to the City Clerk. The ideal candidate will possess strong leadership, communication, and problem-solving skills, along with a comprehensive understanding of HR regulations, emergency management protocols, and municipal government operations.

**Reports to:** City Manager

**FLSA Status:** Exempt

**Bargaining Unit:** Non- represented

### Essential Duties and Responsibilities:

#### Human Resources Management:

- Develop and implement HR policies and procedures in accordance with federal, state, and local laws.
- In cooperation with department managers, coordinate the recruitment and hiring process, including job postings, candidate screening, interviews, and onboarding.
- Administer employee benefits programs, such as health insurance, retirement plans, and paid time off.
- Conduct employee relations investigations and resolve workplace conflicts.
- Maintain accurate employee records and ensure compliance with all applicable regulations.
- Oversee performance management system and provide guidance to supervisors on employee development.
- Coordinate employee training and development programs.
- Project manage, implement, and manage a comprehensive safety program to ensure a safe and healthy work environment for all employees.
- Promote a culture of safety awareness and responsibility among employees.
- Research and apply for grants related to HR initiatives, safety programs, and employee training.
- Serve as the first point of contact with the union representative.
- Process payroll in a timely and accurate manner.
- Perform other duties as assigned by the City Manager.

## Emergency Management:

- Develop and maintain the City's Emergency Operations Plans (EOP) and ensure its regular review and updates.
- Coordinate emergency preparedness activities, including training, drills, and public education campaigns.
- Serve as the primary point of contact during emergency situations and activate the EOP as needed.
- Research and apply for grants related to emergency management programs and disaster preparedness.
- Collaborate with local, regional, and state agencies on emergency management initiatives.
- Manage emergency response resources and ensure their availability during critical incidents.
- Conduct post-incident evaluations and identify areas for improvement in the City's emergency response capabilities.
- Perform other duties as assigned by the City Manager.

## City Clerk Support:

- Provide administrative support to the City Clerk, including managing calendars, scheduling meetings, and preparing correspondence.
- Assist with the preparation and distribution of City Council agendas and minutes.
- Maintain official City records and documents in accordance with legal requirements.
- Process public records requests and ensure compliance with open records laws.
- Take accurate meeting minutes of City Council meetings.

## Qualifications:

- Bachelor's degree in human resources management, Public Administration, or equivalent education or experience.
- Minimum of five years of progressively responsible experience in human resources management and emergency management.
- Completion of relevant FEMA training courses (e.g., ICS, NIMS), or ability to complete within the first year.
- Thorough knowledge of federal and state employment laws and regulations.
- Experience in developing and implementing emergency management plans.
- Excellent communication, interpersonal, and organizational skills.
- Ability to work independently and as part of a team.

- Proficiency in Microsoft Office Suite and other relevant software applications

Skills:

- Strong leadership and team management skills.
- Excellent communication, interpersonal, and leadership skills.
- Proven ability in employee training, supervision, and disciplinary practices.
- Knowledge of hiring practices and employee relations.
- Familiarity with government regulations and administrative operations.
- Excellent communication and organizational skills.
- Microsoft Office proficiency, grant writing, budgeting, records management and customer service.