



JOB DESCRIPTION

DATE: December 1, 2022
JOB TITLE: Human Resources Director
LOCATION: Central Services
REPORTS TO: Executive Pastor of Expansion
FLSA STATUS: Full-time, Exempt

SUMMARY

The Human Resource Director has a responsibility to recruit, train, deploy, monitor and nurture paid staff who lead and coordinate an Iowa-based ministry that is mission-driven, growth-oriented and currently operating in seven Iowa communities as well as online. The Human Resources Director oversees the daily operational functions of the Human Resources Department and is comfortable in a mostly-digital work environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop, recommend, and monitor implementation of human resource policies and procedures.
- Develop and implement competitive and equitable salary administration for exempt and non-exempt staff.
- Host virtual interviews, manage cloud-based documentation and optimize automated information systems.
- Oversee recruitment that meets the needs of the church and complies with legislated requirements.
- Oversee the onboarding for all new paid staff.
- Guide and assist volunteer leader onboarding.
- Coordinate intern selection, scheduling, and evaluation.
- Oversee the staff performance review system and help craft individual development plans.
- In conjunction with the Executive Team, strategize staff development and succession planning to accommodate church growth and vision.
- Ensure job descriptions, onboarding plans, position manuals and benefit summaries are current for all staff members.
- Maintain complete and up-to-date personnel files on all employees.
- Administer benefits including, but not limited to, health, disability and life insurance, dental insurance, worker's compensation and Section 125A flexible spending accounts.
- Monitor employee relations and functions to ensure staff health. Provide advice and counsel to supervisors handling difficult and sensitive employee issues. Protect the interests of Prairie Lakes Church and its employees in accordance with appropriate church policies and governmental regulations.
- Assure compliance with federal, state, and local regulations at all times.

SUPERVISORY RESPONSIBILITIES

Supervises the Human Resources department, both paid staff and volunteers.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Bachelor degree in personnel management, public administration or another related field.
- Five or more years of managerial and supervisory experience in public or private personnel management.
- Five or more years of experience in the Human Resources field.
- Working knowledge of FLSA, FMLA, ADA, EEO and other regulations related to employment.
- Experience managing payroll.
- Equivalent combination of education and above experience that provides the required knowledge, skills and abilities to perform the duties of the position.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine correspondence. Ability to effectively communicate verbally with church members, vendors, and other employees of the organization, using proper grammar without dialect or slang. Ability to speak effectively before groups.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems efficiently and effectively while maintaining good working relationships.

OTHER SKILLS AND ABILITIES

- Demonstrated proficiency with general business acumen.
- HR certification through SHRM preferred.
- Excellent interpersonal skills.
- Strong service/quality attitude.
- Ability to work under pressure and meet established goals and objectives.
- Sense of urgency and ability to meet deadlines; self-directed; effective time management.
- Strategic thinker with strong analytical skills.
- The ability to communicate and establish effective working relationships with all levels of people.
- The ideal candidate should be creative, detail oriented, flexible, and decisive with the ability to plan, organize, coordinate work, set priorities, and motivate others.

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, sit, and talk or hear. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. Local travel is routinely required.

WORK ENVIRONMENT

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.

The noise level in the work environment is usually quiet. Some campus buildings are multi-level with stairs but handicap accessible and equipped with elevators. It is a nonsmoking environment.

COMMENTS

The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Approved by Employee _____ Date _____

Approved by Supervisor _____ Date _____