

**ALAMO NAVAJO SCHOOL BOARD, INC.
POSITION DESCRIPTION**

TITLE: Human Resources Director **EMPLOYMENT TERM: 12 month full time**
DIVISION: Administration **DEPARTMENT: Administration**
EXEMPT/NON-EXEMPT: Exempt **FUNDING SOURCE: Indirect Cost**

QUALIFICATIONS:

1. BA/BS degree in Human Resource Management, Public Administration, Business Administration, or closely related field that includes Human Resources coursework.
2. Knowledge of personnel systems, Human Resources law, payroll, and the legal and business obligations of an employer.
3. Computer literate with working knowledge of common computer platforms and business software applications.
4. Five or more years of successful experience as a Human Resources Director, Human Resources Manager or a specialist in the Human Resource field.
5. Excellent written and verbal skills.
6. Training and/or experience related to employment counseling.

ADDITIONAL PREFERENCE

1. Working knowledge of professional licensure procedures in, but not limited to health and/or education.
2. Master's degree in Public Administration or Business Administration or closely related field.
3. Three years of supervisory experience.

INDIAN PREFERENCE: Preferential consideration for employment will be given to persons of documented Navajo, American Indian or Alaskan Native Tribal membership who meet the qualifications above, in accordance with the requirements of P.L. 93-638 and the Navajo Nation Tribal Code.

SUPERVISED BY: Executive Director

SUPERVISES: Human Resources Technician and additional HR staff as needed

PAY RANGE: Salaried, Grade O, ANSB General Salary Scale.
Salaried, Grade P with Master's Degree, ANSB General Salary Scale.

WORKING HOURS: Normal Working Hours: 8 a.m. to 5 p.m. Fully expected to fulfill job responsibilities irrespective of hours worked. Exercises some discretion in scheduling work time to accommodate for these responsibilities. Must be willing to travel, and remain overnight, in performance of duties.

LUNCH HOUR: Half-hour (flexible)

DUTIES & RESPONSIBILITIES:

1. Supports and efficiently carries out responsibilities in accordance with Alamo Navajo School Board, Inc., Policies and Procedures.
2. Represents Alamo Navajo School Board in a manner reflecting professionalism and which enhances community understanding of the program.
3. Takes a leadership role in the development of human resources management systems. Serves as a technical writer in these areas and keeps the Executive Director apprised of developments, issues and policy needs.
 - a. Prepares or secures and presents appropriate professional recommendations and advice regarding such issues and options, as needed to facilitate informed Board decision making. Assists in training activities in these areas for the Board, employees, and community members.
 - b. Recommends policy for Board consideration and action through the Executive Director.
 - c. Advises the Executive Director on interim measures where no policy exists.

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- d. Establishes systems for consistent and equitable leadership/management of employees, including formal position descriptions; pay scales; fringe benefit programs; performance appraisals; and implementation of policy.
 - e. Establishes a recruitment and selection process for vacant positions which assures fair and objective evaluation of applicants and appointment to positions or training opportunities based on qualifications; prevents preferential, discriminatory or nepotistic treatment of applicants.
4. Secures and protects the confidentiality of ANSB, Inc., and personnel information.
 5. Provides interpretation and training to supervisory employees in the implementation of their roles within the system.
 6. Implements the centralized portions of these systems, such as recruitment; coordination of the review and selection process; preparing and negotiating annual, part-time, and temporary employment contracts and consultant agreements; maintaining personnel records; pay scale management; fringe benefit management; and employee counseling.
 7. Relates and interacts with colleagues, supervisors, other staff, clients, and community members in a professional manner.
 8. Stays current in the Human Resources field by attending seminars, conferences, reading appropriate Human Resources articles and takes continuing education classes as needed.
 9. Performs other duties as may be assigned by the supervisor.

SPECIAL CONDITIONS: Position subject by law to finger printing and a criminal/character background investigation.

EVALUATION: Will be evaluated in accordance with the Alamo Navajo School Board, Inc., policies and procedures.

BOARD APPROVED: 8/26/2015

Certification: "I have carefully reviewed the above position description of the qualifications, duties, and responsibilities of this position and certify acceptance of this description as complete and accurate."

Employee

Date

Supervisor

Date