



Assistant Director of Human Resources

August 2022

The **Village of Oak Park**, Illinois, a dynamic community, located just eight miles west of Downtown Chicago, is accepting applications to fill the **Assistant Director of Human Resources** position. This newly created position supports the management of activities and operations of the Human Resources Department.

The ideal applicant should have excellent customer service skills, strong written and oral communication skills, experience effectively multi-tasking, strong analytical abilities, good time-management skills and the ability to address Human Resource matters at varying levels of complexity. In addition to a Bachelor's degree from an accredited college or university, the ideal applicant will have seven years of Human Resources experience. Background in municipal government or related field is a plus. Two years of demonstrated supervisory experience is also strongly preferred.

The ideal applicant will be able to accomplish the items listed below:

- Assist Director with the management responsibility for Human Resources Department services and activities. May serve as Human Resources Director in the absence of the Human Resources Director.
- Manage the development and implementation of Human Resources Department goals, objectives, policies and priorities.
- Support the development and administration of the Human Resources Department budget.
- Represent management in labor contract negotiations; coordinates and conducts grievances hearings and monitors and assists with employee/labor relations matters and challenges.
- Respond to and resolve difficult and sensitive citizen and employee inquiries and complaints; investigates and makes appropriate recommendations.
- Conduct priority recruitment for senior positions within the organization.
- Assess and monitor organizational staffing allocations; develops recommendations and implementation plans for service level sustainability and growth
- Support the development and implementation of performance management best practices
- Recommend improvements related to employee performance evaluation and professional development plans
- Oversee organization-wide employee training initiatives



- Oversee departmental data including the tracking and reporting of Human Resources performance measures.
- Perform related duties and responsibilities as assigned.

Supervisory Responsibilities

The Assistant Director of HR will receive general administrative direction from the Assistant Village Manager/HR Director and exercise supervision over administrative and support staff in the Department. The Assistant will serve as the HR Director in the absence of the Director.

Compensation, Benefits, Experience and Training

The compensation for this position starts at \$100,000. This is an exempt, non-union position. For more information about this Assistant Director of Human Resources position or to apply, visit: www.oak-park.us/jobs. Submit applications and resumes by mail to Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL, 60302; or by e-mail to ktchang@oak-park.us. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation plan, social security, health & life insurance, vacation, sick leave and other benefits. A first review of applications will occur on September 23, 2022. Applications will be accepted until filled.

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce and strongly encourages applications from candidates of color.



ASSISTANT DIRECTOR OF HUMAN RESOURCES

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under the direction of the Assistant Village Manager/Director of Human Resources, the Assistant Director of Human Resources supports the management of activities and operations of the Human Resources Department including labor relations, personnel management, benefits administration, equal employment opportunity and coordination of assigned activities with other Village departments and outside agencies.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Director of Human Resources.

Exercises supervision over administrative and support staff in the Department.

Serves as the Human Resources Director in the absence of the Director.

EXAMPLES OF DUTIES - Essential and other important duties and responsibilities may include, but are not limited to, the following:

Essential duties and responsibilities

1. Assists Director with the management responsibility for Human Resources Department services and activities. May serve as Human Resources Director in the absence of the Human Resources Director.
2. Manages the development and implementation of Human Resources Department goals, objectives, policies and priorities.
3. Supports the development and administration of the Human Resources Department budget.
4. Represents management in labor contract negotiations; coordinates and conducts grievances hearings and monitors and assists with employee/labor relations matters and challenges.
5. Responds to and resolves difficult and sensitive citizen and employee inquiries and complaints; investigates and makes appropriate recommendations.
6. Conducts priority recruitment for senior positions within the organization.
7. May serve as the staff liaison to the Board of Fire and Police Commissioners and the Citizen Police Oversight Committee or represent the HR Department in other internal and external meetings.



ASSISTANT DIRECTOR OF HUMAN RESOURCES

8. Assesses and monitors organizational staffing allocations; develops recommendations and implementation plans for service level sustainability and growth
9. Supports the development and implementation of performance management best practices; recommends improvements related to employee performance evaluation and professional development plans; oversees organization-wide employee training initiatives
10. Oversees departmental data including the tracking and reporting of Human Resources performance measures.
11. Performs related duties and responsibilities as assigned.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a human resources management program. Human resources principles and practices.
- Principles and practices of public administration, urban affairs, human relations, interpersonal relations, diversity, racial equity or anti-racism work.
- Management skills to analyze programs, policies and operational needs.
- Principles of Supervision, training, engagement, leadership development and performance evaluation.
- Effective communication strategies to get the proper message to a variety of employees and the community.
- Current social, political and economic trends and problems of municipal government.
- Concerns and interests of civic group, governmental agencies and the general public.
- Research and reporting methods, techniques and procedures.

Ability to:

- Assist in the leadership and direction of the operations, services and activities related to Human Resources as part of a large, sophisticated organization in an urbanized environment diplomatically, effectively managing stressful situations, and projecting a demeanor of calm leadership.
- Effectively demonstrate and set the clear expectation of providing excellent customer service to both internal and external constituents.
- Assist in the supervision, training and evaluation of staff.
- Assist in the development of departmental goals, objectives and procedures.
- Interpret and apply Federal, State and local policies, laws and regulation.



ASSISTANT DIRECTOR OF HUMAN RESOURCES

- Research, analyze and evaluate new service delivery methods.
- Maintain effective audio-visual discrimination and perception needed for:
 - Making observations
 - Communicating with others
 - Reading and writing
 - Operating assigned equipment.
- Maintain mental capacity which allows the capability of:
 - Making sound decisions
 - Demonstrating intellectual capabilities

Experience and Training Guidelines

Experience: Seven (7) years of Human Resources experience. Background in municipal government or related field is a plus. Two (2) years of supervisory experience is also strongly preferred.

Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in human resources management, industrial psychology, public administration, government, business administration or a related field. Possession of professional certification such as a Professional or Senior Professional Human Resources by the Society for Human Resources Management (SHRM) or similar certification is desirable. A combination of experience and education that is equivalent shall also be considered.

WORKING CONDITIONS

Work in an office environment; sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time and sustained posture in a seated position for prolonged periods of time. No environmental hazards.

COVID-19 VACCINATION REQUIREMENTS

As a condition of employment, all Village employees must be fully vaccinated against COVID-19 and must submit proof of vaccination or a completed exemption form. Those employees who are not fully vaccinated shall be required to participate in the Village's COVID-19 testing program and wear a mask at all times in the workplace except when actively eating or drinking.