



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

East Broad Campus

Created on: 3/24/2025
Revised on: 3/24/2025

Job Title	Salary Schedule	Grade	Job No.
Director of Human Resources	C2		AD9971
Reports To	FLSA Status	Grant Funded	Tenure Track
Executive VP	Exempt	No	No

JOB SUMMARY: Responsible for directing daily activities of the Human Resources Office including employment functions, employee benefits administration, new employee orientation, personnel practices, and personnel records management.

QUALIFICATIONS:

- ◆ Master’s Degree in Business Administration, Human Resources Management, or related field from an approved U.S. Department of Education accredited institution **required**
- ◆ Five (5) years of administrative experience in human resources or related field **required**
- ◆ Human resources experience in the Alabama Community College system *preferred*

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Knowledge of applicable employment laws, regulations, and policies
- ◆ Effective communication, interpersonal, and presentation skills
- ◆ Effective planning, organization, multitasking, and evaluation skills
- ◆ Ability to perform tasks requiring sound judgment and decision making
- ◆ Ability to maintain confidentiality of personnel matters

DUTIES:

- ◆ Ensure compliance with Federal and State employment laws, The Alabama Community College System Board of Trustees, and College policies, guidelines, and procedures
- ◆ Supervise and manage daily operations of the Human Resources Office including the employment functions of recruiting, selection, employment, and record keeping
- ◆ Communicate with College administration, faculty, and staff regarding employment and personnel policies, procedures, and practices
- ◆ Organize and maintain job search files, ensuring accurate and complete documentation.
- ◆ Oversee, guide, and monitor search committee activities
- ◆ Coordinate employee benefits programs, serving as liaison with PEEHIP, RSA, and approved benefits vendors
- ◆ Provide new employee orientation regarding College policies and procedures
- ◆ Participate in organizing programs for staff professional development
- ◆ Compile and complete reports of employment, personnel, and applicant data as required

- ◆ Responsible for maintenance, security, and confidentiality of personnel files
- ◆ Responsible for preparation of employment contracts and letters of appointment for College personnel
- ◆ Maintain job descriptions for full-time personnel
- ◆ Verify educational credentials and employment history
- ◆ Recommend salary schedule placement based on applicable guidelines
- ◆ Supervise office staff, maintain time and leave records
- ◆ Follow established procedures for exiting employees
- ◆ Responsible for budget management and unit planning and evaluation
- ◆ Serve as the Senior Personnel Officer (SPO) for purposes of the Students First Act
- ◆ Represent the College as a member of the Alabama Community College System HRMA, and provide leadership, guidance, and assistance to other HRMA members
- ◆ Serve on various College committees as assigned
- ◆ Prepare correspondence for the President and other administrators regarding routine and situation-specific employment matters
- ◆ Prepare and present appropriate group presentations
- ◆ Perform other related duties as assigned
- ◆ Comply with all policies of the Alabama Community College System and the College

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ **Mobility:** Primarily sedentary work with occasional standing, walking, bending, and reaching to access files or office equipment
- ◆ **Manual Dexterity:** Regular use of standard office equipment, such as computers, printers, and copiers
- ◆ **Lifting:** Ability to lift and carry materials weighing up to 20 pounds
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential, including presentations and interactions with employees, administrators, and external partners

Work Environment:

- ◆ **Setting:** The position is based in a typical office environment within an educational institution
- ◆ **Travel:** Occasional travel may be required to attend conferences, workshops, or meetings
- ◆ **Schedule:** Standard work hours are expected; however, flexibility is necessary to accommodate deadlines, special projects, or program needs
- ◆ **Interaction:** Regular collaboration with various departments, faculty, staff, and external partners.

Reviewed by: HR Manager

Employee Name:

Employee Signature

Date