

The Charter Township of Bloomfield, MI

Job Description

Classification Title	Human Resources Director
FLSA Status	Exempt
Salary Range	\$100,000 to \$130,000

GENERAL SUMMARY

The Director of Human Resources is a senior-level position responsible for overseeing all aspects of human resources management within the organization. This role requires strong leadership, strategic thinking, and comprehensive understanding of HR practices to support the Township's goals and objectives. The Director of Human Resources reports directly to the Township Supervisor and collaborates closely with department heads to ensure alignment between HR strategies and business objectives.

This newly created role will be critical in shaping the Township's culture, driving employee engagement, and supporting business success. This position requires a strategic mindset, strong leadership abilities, and a passion for creating a positive and engaging work environment. The role will require a person to be equally comfortable leading the HR function and performing the HR tasks.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- **Develop and Implement HR Strategies:** Develop and execute HR strategies aligned with the Township's overall mission, vision, goals, and objectives.
- **Talent Acquisition and Recruitment:** Oversee the recruitment process, including sourcing, interviewing, and hiring qualified candidates. Develop effective recruitment strategies to attract top talent and enhance the employer brand as a destination for exceptional talent.
- **Employee Relations:** Provide guidance and support to employees and management on HR-related matters. Manage sensitive employee relations matters, addressing concerns and ensuring a fair and equitable work environment.
- **Compensation and Benefits Management:** Design and administer competitive compensation and benefits programs to attract and retain talent. Analyze market trends and benchmarking data to ensure the organization's compensation and benefits packages remain competitive.
- **Training and Development:** Develop and implement training and development programs to enhance employee skills and capabilities. Identify training needs and opportunities for employee growth and career advancement. Develop, implement, and oversee training programs to enhance employee skills, leadership, and career growth.

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- **Compliance and Legal Requirements:** Ensure compliance with all applicable labor laws, regulations, and company policies. Stay updated on changes in employment laws and regulations and advise management on compliance issues.
- **Performance Management:** Create, implement, and oversee the performance management process, including performance evaluations, and feedback mechanisms.
- **HR Metrics and Reporting:** Develop and track HR metrics and analytics to measure the effectiveness of HR programs and initiatives. Prepare regular reports and presentations for senior management to communicate HR performance and progress.
- **Employee Engagement and Retention:** Develop strategies to enhance employee engagement and retention. Conduct surveys and assessments to gather feedback and identify areas for improvement. Implement initiatives to foster a positive work culture and enhance employee engagement.
- **HR Leadership and Team Development:** Provide leadership and guidance to the HR team, fostering a collaborative and high-performance culture. Develop and mentor HR staff to build their skills and capabilities.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree from an accredited college, preferably in Human Resources, Business Administration, or Public Administration.
- Experience working in municipal government human resources.
- Experience with union relations, contract administration, and contract negotiations in local government.
- Minimum of 8+ years of progressive HR experience, including 4+ years in an HR leadership role.
- Proven ability to partner with senior leaders to design and implement innovative HR programs and initiatives that drive change and foster employee engagement.
- Experience managing talent acquisition, employee relations, training, compensation, and benefit programs.
- Excellent verbal, written and interpersonal skills, which include perceptive listening, as well as tactful yet sensitive interactions with all levels of employees.
- Strong knowledge of employment laws and HR best practices.
- Proven experience with HRIS and systems, including Bamboo HR and Laserfiche.
- Ability to maintain confidentiality and manage sensitive situations with professionalism.

OTHER JOB REQUIREMENTS

Licenses or Certifications

- Professional HR certifications (e.g., SHRM-SCP, SPHR) or equivalent strongly preferred.

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures 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.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle	X		
Warehouse environment	X		
Shop environment	X		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals or substances	X		
Loud noises (<i>85+ decibels</i>)	X		

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.

Sedentary Work - Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Date created:	March 10, 2025
Dates revised:	