



Rick Staly, Sheriff

# FLAGLER COUNTY SHERIFF'S OFFICE

*"An honor to serve, a duty to protect."*

<b>OPEN POSITION ANNOUNCEMENT</b>			
<b>Job Title:</b>	<b>Director of Human Resources</b>	<b>Posting Date:</b>	<b>June 12 – June 25, 2019</b>
<b>Division:</b>	<b>Sheriff's Leadership Institute</b>	<b>Supervisor:</b>	<b>Executive Director</b>
<b>Shift:</b>	<b>Monday – Friday</b>	<b>Salary:</b>	<b>\$59,457 Minimum, Depending on Qualifications and Experience</b>
<b>DUTIES AND RESPONSIBILITIES:</b>			
<ul style="list-style-type: none"> <li>• Serves as a member of the Sheriff's Executive Staff.</li> <li>• Manages the development and implementation of the Human Resource Department's specific goals, objectives, policies and priorities in regard to overseeing of the office's staffing as well as the Agency's Strategic Plan.</li> <li>• Will lead the team responsible for these HR activities: employee recruitment, selection, position analysis, performance appraisal &amp; promotion, employee pay and benefits, collective bargaining, rights and responsibilities of public employees, strategies to combat discrimination and enhance workforce diversity, understanding the challenges and opportunities with managing different generations, motivating employees, organizational culture, organizational performance, program evaluation, workforce planning and development, and succession planning.</li> <li>• Create and distribute monthly reports, i.e. open positions, turnover, retirements, etc.</li> <li>• Responsibilities include developing, implementing and updating policies and procedures for department. Ensure compliance with federal and state statutes, and agency policies, procedures, and regulations.</li> <li>• Effectively communicates HR policies and procedures to FCSO employees, share expertise and counsel employees on HR issues.</li> <li>• Manage and oversee Human Resources implementation of new ERP system.</li> <li>• Attends and participates in professional associations; stays abreast of new trends and innovations in the field of law enforcement administration, public and financial administration, and strategic and human resource management.</li> <li>• Review and participate in disciplinary actions at Agency level.</li> <li>• Must be able to undertake the authority to hire or terminate other employees or make recommendations which are given particular weight regarding the hiring, firing, advancement, promotion or any change of status of other employees.</li> <li>• Oversee and assist with the maintenance of standards and reports necessary for Accreditation.</li> <li>• Coordinate and participate in all levels of the Grievance process.</li> <li>• Must be knowledgeable of all benefits available to agency members.</li> <li>• Perform all other duties as assigned.</li> </ul>			
<b>MINIMUM SELECTION CRITERIA:</b>			
<ul style="list-style-type: none"> <li>• Bachelor's Degree in related field required, Master's Degree preferred.</li> <li>• Must be highly proficient with the use of computers and computer systems including Microsoft Word, Excel, &amp; Outlook.</li> <li>• Must have a valid Florida Driver's License.</li> </ul>			
<b>SPECIAL SELECTION CRITERIA:</b>			
<ul style="list-style-type: none"> <li>• Prior professional experience as a senior executive in HR managing employees, programs, budgets, and policy development and implementation in the public, private, or non-profit sector.</li> <li>• Human Resources Certification Preferred (SHRM-CP, SHRM-SCP, IPMA-CP, etc.).</li> <li>• Tyler Munis experience highly preferred.</li> <li>• Knowledge of payroll, federal, state, and agency policies, procedures, and regulations preferred.</li> </ul>			
<b>HOW TO APPLY:</b>			
Qualified applicants should submit their resume and cover letter to <a href="mailto:HR@flaglersheriff.com">HR@flaglersheriff.com</a> .			