MEMORANDUM

TO: All Interested Parties

FROM: Personnel Director

SUBJECT: ANNOUNCEMENT OF POSITION VACANCY (vacancy due to retirement)

POSITION: Personnel Director

SALARY GROUP: 32 PAY RANGE: $69,804.80 - $104,686.40 (depending on qualifications)

**PRIMARY JOB TASKS:**

Under general direction of the City Manager, plans, directs, oversees, monitors and coordinates the City’s Personnel and Risk Management programs, and develops, implements, and administers the technical aspects of the Personnel function. Supervises assigned Personnel and Risk Management Department staff.

**MINIMUM QUALIFICATIONS:**

* Knowledge of applicable Federal, State and City laws, codes, regulations and ordinances relating to personnel administration, compensatory programs, and risk management.
* Knowledge of City personnel policies and procedures.
* Knowledge of risk management policies and procedures.
* Knowledge of employee insurance and benefit programs.
* Knowledge of management and supervisory principles, practices and methods.
* Knowledge of budget administration methods and techniques.
* Knowledge of computers and related equipment, hardware and personnel software.
* Knowledge of personnel training principles, practices and methods.
* Knowledge of Equal Employment Opportunity, Fair Labor Standards Act, Americans with Disabilities Act and related laws, rules and regulations.
* Skill in effective oral and written communications, including formal presentations.
* Skill in developing, implementing and interpreting City personnel policies and procedures.
* Skill in conducting analysis, developing recommendations and preparing complex comprehensive reports.
* Skill planning, developing and implementing departmental procedures and objectives.
* Skill in effectively negotiating, mediating and resolving personnel matters.
* Skill in effectively supervising and delegating duties to assigned staff.
* Skill in resolving workforce and general public complaints and concerns.

**EDUCATION, EXPERIENCE, CERTIFICATIONS:**

* Bachelor’s Degree in personnel, business administration, public administration or related field and seven (7) years personnel experience, three (3) of which must be in a supervisory capacity or, any equivalent combination of education and experience.
* Possession of a valid State of Tennessee Driver’s license.
* Residency within the city limits of Oak Ridge is required for this position.

All parties interested in this position should have an application and/or resume on file with the Personnel Department no later than **12:00 noon, Monday, July 11, 2016**.

THE CITY OF OAK RIDGE IS AN EQUAL OPPORTUNITY EMPLOYER