

Wyalusing Area School District

Job Description

Job Title: Director of Human Resources & Facilities	Location: Central Office
Salary Grade: Negotiable	Classification: Contract
Date: March 2019	Reports to: Superintendent of Schools

Job Summary:

The Director of Human Resources & Facilities will supervise and/or administer all aspects related to the management of personnel, employment contracts, vendor contracts, and facilities to ensure compliance with established local, state, and federal standards.

Essential Functions:

1. Communicate effectively in English both verbally and in writing.
2. Have the interpersonal skills necessary to work effectively with all levels of personnel.
3. Must be computer literate.
4. Attend all meetings as necessary.
5. Plan, direct, coordinate, and participate in the recruitment of staff.
6. Conduct research concerning personnel including salary, standards, and current trends.
7. Assist in the preparation of budget development and long-range planning related to: buildings, grounds, maintenance, and personnel.
8. Develop and initiate Human Resource Policies and administrative procedures; oversight of Personnel Manual; ensure proactive measures are in place to meet regulatory requirements; ensure Fair Labor Standards Act is properly enforced.
9. Analyze staffing needs in conjunction with Superintendent and initiate recruiting procedures for teaching and non-teaching staff; posting of positions, interviews, employment application screening.
10. Analyze and recommend salary range for all employment positions, when applicable.
11. Maintain, analyze, and recommend changes to employment contracts with faculty and staff with Superintendent and Business Manager.
12. Administer all benefit programs including regulatory reporting.
13. Manage and maintain a liaison relationship with benefit program providers.
14. Provide communication regarding new programs or changes in current programs; conduct campaigns to increase awareness of employee benefits; act as contact to meet, analyze, and propose benefit programs and vendors.
15. Manage and serve as a primary contact for all contracts associated with personnel and vendor services.
16. Supervise any assigned staff – regular or seasonal – participate in hiring when necessary.
17. Direct the daily maintenance, repairs, and improvements, cleanliness and housekeeping of the school facilities.
18. Prepare and coordinate bid packages necessary for the purchase of maintenance equipment, materials, and supplies, and services with the Business Manager.
19. Oversee preventative maintenance of facilities and establish and implement maintenance schedules for the district including long range planning.
20. Liaison with contractors – request and approve bids, manage contract progress; act as purchasing agent to secure bids/pricing for operational materials and authorize purchases; interview vendors, secure quotes, and make recommendations for minor or capitol expenses, assume legal and financial oversight for all projects involving subcontractors.

21. Analyze and make recommendations for change in board policies and administrative regulations.
22. Possess or obtain within (6) months of hire Waste Water Treatment Certification (DEP).
23. Be knowledgeable of DEP Air Quality requirements, DEP and PDE Water requirements.
24. Ensure compliance with all annual inspections related to operations of the school district.
25. Any additional duties as assigned.

Competencies:

1. Experience in management, administration, and leadership.
2. Excellent public relations skills and interpersonal skills.
3. Proven record of excellence.
4. Ability to perform essential functions.
5. Have or acquire a working knowledge of facilities management and operations including appropriate certifications and licenses necessary to be compliant with federal and/or state regulations.
6. Have sufficient experience and knowledge of methods, materials, tools, and equipment used in all phases of building maintenance, including a basic general knowledge of electricity, plumbing, carpentry and HVAC systems.
7. Have thorough knowledge of work hazards, safety procedures, and public safety matters.
8. Must possess a valid Pennsylvania Driver's License.
9. Have excellent communication skills to direct and coordinate others, answer public inquiries and enforce school guidelines tactfully but firmly.
10. Have ability to take initiative and apply considerable ingenuity and practical knowledge to interpret and resolve new, unusual, or particularly troublesome situations.
11. Flexibility to be available for emergencies and urgent matters during off time, early mornings and/or late evenings.
12. Ability to read and interpret technical journals, manuals, and other materials pertaining to facility maintenance, equipment, systems, and repair.
13. Ability to write correspondence, memos to employees, and communicate pertinent information.

Education and Experience:

Administrative and leadership experience preferred; Advanced degree preferred. SHRM certification preferred or willingness to acquire Human Resource Management Certification.

Additional Requirements:

Availability to respond to emergencies and urgent matters, which may include early mornings, nights, and weekends to ensure the safe, successful, and continuous operation of school facilities.