



City of Milford
HR Director
Pay Grade: 12

Employment Status: Full- Time

FLSA Status: Exempt

Experience Required: Minimum of five (5) years' diverse and responsible applicable experience in municipal operations or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the primary job duties. Requires a comprehensive knowledge of human resources practices, strong oral, written, and interpersonal skills. NIMS (National Incident Management System) ICS-100 and FEMA IS-700 training. Must pass pre- employment testing for substance abuse and criminal background. Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware is required.

Minimum Education Requirements: Bachelor Degree in Human Resources, Public Administration, or related field

Direct Supervisor: City Manager

Supervisory Responsibility: Indirectly supervise a large group of employees.

Primary Work Location: Office setting

Job Summary: The Human Resources Director is responsible for the administration of human resource practices in the City of Milford, including personnel policies, procedures, and employee benefits. This role operates with a high degree of independence, using sound professional judgment to demonstrate planning and organizational skills, and establishing priorities, programs, and performance standards for the department. While consulting with the City Manager on policy and planning matters, the Human Resources Director works independently to manage the overall human resources function. Additionally, the Human Resources Director serves as a key member of the City management team.

The Human Resources Director shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative, and responsive service. The Human Resources Director shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability, and responsibility.

Supervision Received: Work is performed under the general supervision of the City Manager.

Essential Job Functions: An employee in this position may be called upon to do any or all the following essential duties:

- **Recruitment & Pre-Employment Procedures:** Recruits applicants, conducts interviews, schedules pre-employment physicals and drug screens, and organizes DOT random drug tests.
- **Employee Selection & Development:** Provides support to City departments for effective employee selection, counseling, mentoring, and evaluation, fostering a cohesive work unit aligned with the City's mission, vision, and values.
- **Onboarding & Documentation:** Conducts new hire meetings to complete onboarding paperwork; processes documentation for Medical, Dental, Life Insurance, and Pension Applications; and enters new hires into payroll and benefit systems.
- **Culture & Leadership Development:** Fosters a superior work culture by emphasizing training and mentoring to develop leadership, management, and technical skills among all employees.
- **Agency & Benefits Representation:** Serves as the City's representative to HR and

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benefits-related agencies; completes and submits pension forms to the State of Delaware Benefits and Pension offices; and manages Workers Compensation claims.

- **Collective Bargaining Coordination:** Coordinates collective bargaining activities with the City Manager, department heads, and outside legal counsel as needed.
- **Government Reporting & Compliance:** Completes miscellaneous government reports (e.g., E4, EEO-4, ICMA, Bureau of Labor Statistics) and tracks paperwork related to FMLA, ADA, HIPAA, COBRA, etc.
- **Employee Relations & Support:** Assists directors, supervisors, and employees by addressing concerns, providing guidance, and attending grievance or disciplinary meetings as required.
- **Policy & Procedure Administration:** Reviews, develops, implements, and administers human resources policies and procedures; advises the City Manager on necessary updates to keep the Personnel Ordinance current.
- **Compensation & Benefits Consultation:** Meets with employees to answer questions about compensation, benefits, and HR policies, and to address concerns regarding City practices.
- **Training & Information Sessions:** Conducts periodic training and information sessions on changes in policies, procedures, and regulations.
- **Other Human Resources Duties:** Performs additional HR-related tasks as assigned and attends meetings and training sessions to stay current with HR practices, laws, and regulations.

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:
An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Human resources policies and procedures and, more importantly, their application in the day to day working environment.
- Benefit programs and their application.
- Labor negotiations and collective bargaining techniques.
- Laws and regulations pertaining to personnel and benefits.

Skills

- Able to understand written and oral communication.
- Time management.
- Multitask.
- Judgement and decision making.

Abilities

- Maintains the highest level of confidentiality and professionalism.
- Establishes and maintains favorable and effective employee relations.
- Analyzes, evaluates, and develops solutions to problems and problem areas.



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Signatures / Date

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my position. I would like to have a second review of the job description with my manager and human resources.

City Manager:

Employee:
