

Job Title: Director of Staff Relations

Reports To: Chief Executive Officer

Summary:

The Director OF Staff Relations often directs administration, including reception, and may even be responsible for facility security and upkeep in addition to space planning.

The Chamber's Director of Staff Relations coordinates implementation of services, policies, and programs through Human Resources staff; reports to the CEO and serves on the executive management team; and assists and advises board directors about Human Resources issues

General Duties and Responsibilities include:

- Development of the Human Resources department.
- Development of an employee-oriented company culture that emphasizes quality, continuous improvement, and high performance.
- Personal ongoing development.
- Oversees Board recruiting and staffing;
- Oversees Board organizational and space planning;

- Oversees Board Director performance management and improvement systems;
- Oversees overall organization development;
- Oversees employee orientation, development, and training;
- Oversees Chamber policy development and documentation;
- Assist Directors in recruiting for Chamber-wide committee facilitation;
- Answers questions and provides information on compensation and benefits administration
- Offers director services and counseling.
- Works along with Director of Finance to prepare process and distribute payroll/staff services financials.
- Maintains integrity and accuracy of payroll/ paid services system.
- Performs payroll reconciliations to CEO.
- Maintenance of employee files.
- Updated phone list/company directory and organization chart.
- ~~Prepares monthly board packets, including copying and distribution (Task of Dir. Of Admin)~~
- Posts agendas, public hearings, ordinances and other legal notices as directed.
- ~~Records Board meeting minutes and distributes approved minutes. (Task of Dir. Of Admin)~~
- Purchases and maintains the inventory of all building and office supplies
- ~~Assists or prepares Chamber correspondence. (Task of Dir. Of Admin.)~~
- Performs other duties as assigned, which may include confidential and non-routine information.

Qualifications:

1. Education: Bachelors Degree (BA/BS), 2 years of related work experience in office management and/or Human Resource management.

2. License: Valid driver's license.
3. Computer Skills: Working knowledge of Microsoft Windows, Outlook, Excel, Word, Access, or other database software
4. Language Skills: Ability to comprehend instructions; read and write reports-correspondence; ability to present information to top management, and ability to respond to general public inquiries. Must have excellent communication skills (written, oral, verbal); ability to manage people and problem solve, obvious professional demeanor.

Work Schedule: Flexible
SICC Meetings Attendance: Accountable