

The City of Trussville is hiring for the position of Director of Personnel for the newly established City of Trussville Employee Civil Service System.

The City of Trussville offers the following benefits to employees:

- Blue Cross and Blue Shield Health Insurance
- Dental and Vision insurance available
- Retirement Systems of Alabama
- Paid vacation
- Sick Leave (8 hours per month)
- Eleven paid holidays per year
- Reduced fees at Trussville Civic Center and City Swimming Pool
- Trussville City Schools for City Employees with no transfer fee

PURPOSE OF THE POSITION

The Director of Personnel is a Department Head within the leadership of the City of Trussville and is responsible for administering an efficient and economic Employee Civil Service System in accordance with rules and regulations adopted by the City Council.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Serve as secretary and chief executive officer to the Board; Serve as a department head and make recommendations to the Appointing Authority for the appointment or removal of such subordinates as may be necessary to administer the Employee Civil Service System; Prepare for approval by the City Council such directives, rules and regulations as needed to carry out the provisions of the Ordinance; Examine the effectiveness of the Merit System and compliance with the Ordinance and the Rules and Regulations as may be adopted by the City Council, by conducting such necessary investigations and inquiries and reporting such findings along with recommendations to the City Council and Appointing Authority for improvements; Study the organization, operation, and personnel requirements of the City and make recommendations for improvements to the City Council and Appointing Authority; Maintain an official list of all positions and incumbents in the Classified Service, and maintain personnel records for all Classified Employees; Establish and administer, subject to approval by the City Council, plans for the Classification and compensation of positions; Advertise all openings of positions in appropriate publications, websites, or other venues. Promote and assist in the establishment of programs for employee pension, welfare, working conditions, ethic, employee orientation, safety, health, and career development; Conduct and/or superintend over the job analysis and test development functions of the Employee Civil Service System, and employ such professional staff and consultants as may be necessary, to ensure that professional job analysis and test development practices are adhered to and that, to the extent practicable, individuals may be selected for employment in the Merit System by means of valid, job-related, and nondiscriminatory selection procedures; and Perform any other act not inconsistent with the Ordinance and necessary for the administration of the Employee Civil Service System. **This is not an exhaustive list and the Director of Personnel may be assigned other duties.**

QUALIFICATIONS AND EXPERIENCE

Bachelor's degree in Human Resources, Personnel Management, Business Administration, Public Administration or related area. Experience directing human resource related activities including, but not limited to, employee recruitment, selection, compensation, performance management, and employment development and training. Experience in developing and implementing human resource related policies and procedures in accordance with local, state and federal laws.

Application Deadline is June 30, 2019. Interested applicants send resume and cover letter to the City of Trussville, c/o Mayor Buddy Choat, P.O. Box 159, Trussville, Alabama 35173 or to bchoat@trussville.org.