PARIS JUNIOR COLLEGE DISTRICT
JOB DESCRIPTION

**TITLE:** Director  
**SALARY LEVEL:**  
**DEPT:** Human Resources  
**JOB CODE:**  
**CLASS:** Administration  
**FLSA STATUS:** Exempt  
**RETIREMENT ELIGIBILITY:** ORP/TRS

**PURPOSE:** The Director of Human Resources coordinates and directs all human resource activities for Paris Junior College under the direction of the President. The Director of Human Resources is the institution's Affirmative Action Officer.

**REPORTS TO:** President

**SUPERVISES:** Secretary D, Human Resources

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**MINIMUM QUALIFICATIONS**

**Knowledge, Skills, and Abilities**


2. Knowledge of federal and state labor law.

3. Computer skills, especially with spreadsheets and word processing.

4. Strong communication skills, both oral and written.

5. Ability to work well with people.

**Education, Experience, and Licensure**

1. Bachelor's degree in business or related area.

2. Minimum five years experience as a Human Resource professional.

3. Human Resources professional certification.
MAJOR JOB RESPONSIBILITIES

Essential Job Functions

1. Serves as Affirmative Action officer and is responsible for compliance with the Equal Employment Opportunity and Affirmative Action regulations, as well as the policies and practices of the College.

2. Coordinates activities of the search committee to fill vacant positions.

3. Responsible for vigilant maintenance of employee personnel files.

4. Explores new areas for recruitment of highly qualified employees, especially in faculty positions.

5. Maintains job descriptions for all college personnel.

6. Responsible for compliance with federal, state, local law, and Paris Junior College policies and procedures for the selection, training, evaluation, and supervision of all staff members.

7. Ensures compliance of federal and state law for employees with disabilities.

8. Coordinates and presents an orientation program for new employees.

9. Serves on Staff Development Standing Committee and assists subcommittee to direct development needs for support staff.

10. Coordinates training and development programs for different groups.

11. Coordinates employee evaluation procedures.

12. Maintains payroll forms on each employee.

13. Prepares and disburses employment contracts.

14. Informs terminating employees and their dependents of their rights under the Consolidated Omnibus reconciliation Act (COBRA), maintaining accurate records and keeping informed of changes and court decisions of the act.

15. Serves on Employee Benefits Committee.
16. Informs and educates employees of retirement options.

17. Coordinates various employee education presentations to comply with governmental regulations.

18. Maintains accurate records of employee terminations, voluntary and involuntary.

19. Performs exit interviews with terminating employees.

20. Assures employees are aware of their rights in the event of an involuntary termination.

21. Serves as intermediary between employee and administration during times of grievance or termination procedures.

22. Ensures timely submission of all governmental reports in area.

23. Keeps abreast of new laws, mandates, executive orders, attorney general opinions, and court decisions regarding all aspects of human resource management.

24. Oversees office operations and maintains budgets for accounts.

25. Supervises and coordinates duties of area personnel.

26. Assists in the recruitment, employment, and orientation of area staff.

27. Responsible for ensuring diversity efforts within area of supervision.

28. Coordinates, supervises, and performs evaluation process with all part-time and full-time personnel.

29. Recommends disciplinary action with personnel.

30. Reports or approves absences of personnel.

31. Provides opportunities for staff development aimed at increasing professionalism.

32. Responsible for compliance with Southern Association of Colleges and Schools (SACS) guidelines for area.
33. Display personal characteristics that reflect positively on the education profession and the College in such ways as respecting colleagues and observing ethical principles of the education profession, participating in community activities, and demonstrating a constructive attitude toward other professional and classified personnel, using appropriate vocabulary free from excessive profanity and slang, displaying use of good judgment, tact, and discrimination, treating records, information, materials, and office concerns in a confidential manner.

34. Demonstrate knowledge of the required subject matter by providing evidence of preparation in the area, maintaining current knowledge of research and developments in the subject area, and maintaining the respect of colleagues in the profession.

35. Demonstrate leadership qualities by instilling enthusiasm for professional goals, recognizing staff proficiencies and accomplishments, adhering to statement of ethics and Paris Junior College covenant for success.

Marginal Job Functions

SPECIFIC EQUIPMENT AND MATERIALS USED

ESSENTIAL PHYSICAL TASKS

1. This position is security-sensitive.

ENVIRONMENTAL DEMANDS