Title: Director of Human Resources

Reports to: Senior Vice President, National WWI Museum and Memorial

Job Summary: Multifunctional position providing leadership in administrative/office services function and leads human resource practices and objectives.

The incumbent is expected to embrace the National WWI Museum and Memorial’s stated mission and core values and demonstrate support for them through professional interactions and performance of job duties.

This is a full-time, salaried/exempt position.

Responsibilities:
Administration
• Individually and in collaboration with other senior staff develop, recommends and implements new administrative approaches, policies and procedures to effect continual improvements in efficiencies conducive to the Museum’s objectives.
• Manages and directs the administrative needs of the organization, i.e., reception position, mail, office equipment, physical locations.
• Provides management and supervision of the Administration budget relating to office equipment lease payments, office supplies and other related expenses.

Human Resources
• Provides an employee-oriented, high performance culture, emphasizing empowerment, quality, productivity/standards, goal attainment, recruitment, and ongoing development of a superior workforce.
• Conducts all recruitment efforts, develops interview process; with supervisors, screens and interviews candidates, conducts reference checking, extends job offers, provides new-employee orientations and monitors career-path.
• Maintains all personnel records, and employee data base.
• Develops, recommends and implements personnel policies and procedures; prepares and maintains handbook on policies and procedures.
• Manages the employee-benefit programs, change reporting, approves invoices for payment, and annual re-evaluation of policies for cost effectiveness.
• Manages payroll administration.
• Implements and annually updates the compensation program; rewrites job descriptions as necessary, conducts annual salary surveys, and develops, in collaboration with finance head, merit pool (salary budget); analyzes compensation, monitors the performance evaluation program and revises, as necessary.
• Provides consultative support to supervisors to foster performance resolution of employee issues.
• Investigates employee concerns, i.e., harassment and discrimination claim, recommends courses of action to resolve issues.
• Prepares employee separation notices and related documentation, conducts exit interviews to determine reasons behind separations, and represents organization at personnel-related hearings and investigations.
• Plans, organizes and controls employee safety, and welfare activities.
• Maintains organizational charts and employee directory.
Performs other duties as assigned.

**Education and Experience**
- A bachelor’s degree and five years of human resource experience.
- SHRM Certified Professional (SHRM-CP) or Senior Certified Professional (SHRM-SCP) credential is desired.
- Track record in policy development, payroll administration and successful recruiting initiatives.
- Excellent communication skills.
- Creative problem-solving skills and relationship management.
- Able to maintain confidential information.
- Balance multiple requests/demands of time, prioritizing tasks and responsibilities.
- Professional and personal integrity.
- Proficient with Microsoft Office products, payroll-related and HR management systems software.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, or working conditions. Duties, responsibilities and activities may change at any time with or without notice.

**Work Environment:** This job operates in a professional office/clerical environment. This role routinely uses standard office equipment.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. This is a largely sedentary role; however, the employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move office products and supplies up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, including working on a computer, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus; however, some filing is required.

The National WWI Museum and Memorial is an equal opportunity employer.

**Salary and Benefits:** The National WWI Museum and Memorial offers a competitive salary with an excellent benefit package, including pre-tax/Roth 401(k) matching program; health, dental, vision, life with AD&D, and short-/long-term disability insurance, Section 125 flexible benefits; paid holidays, paid time off leave.

**Application Instructions and/or Questions:**
Please send your resume, salary requirements, three professional references and cover letter to:

Michael Marden
CBIZ/EFL Associates
Office 816.945.5547
Cell: 816.215.6214
mmarden@cbiz.com