



Kiamichi Technology Centers

Human Resources Manager

This position serves as a member of the superintendents staff, District Compliance Officer and is assigned duties and responsibilities involving the planning, organizing, coordination, management and evaluating all phases of the human resources functions of the KTC District.

DUTIES & RESPONSIBILITIES:

Duties & responsibilities are not all inclusive but may include the following:

- Directs multi-functional human resources management program; budgets and plans for future program direction.
- Develops and implements uniform policies and procedures; advises district administrators, employees and others concerning provisions of KTC policies, procedures and state and federal rules and regulations.
- Reviews and analyzes information from reports, studies, projects and visits for immediate and long range program development; participates in management meetings involving the formulation and implementation of programs and policies.
- Investigates and resolves highly sensitive and confidential administrative, student and human resources management problems; confers with district officials, legal counsel and others in resolving complaints and/or legal actions.
- Participates in the preparation of district budgets; conducts needs assessments and staffing studies; makes recommendations concerning changes in organizational structure; administers budget for assigned areas of responsibility.

Incumbents should possess knowledge of human resources management policies and procedures; KTC Board of Education Policies; of affirmative action and equal opportunity guidelines and procedures; of personnel administration; of appropriate federal laws and regulations concerning employment practices; of the structure and functions of governmental organizations; of interviewing and investigative techniques; of business communications; and of supervisory principles and practices. Incumbents should also possess the ability to plan and coordinate the activities of others; to interpret, analyze and resolve administrative and personnel problems; to communicate effectively, both orally and in writing; to organize and conduct several projects simultaneously; and to analyze complex situations and adopt an appropriate course of action. This position must also possess the ability to work well with KTC faculty and staff, attend work regularly following a designated work schedule and must be able to work extended hours and additional days/evening as required by position responsibilities.

Education and Experience: Minimum requirements consist of a Bachelor's degree and 5 years of professional experience in human resources management, or a closely related field including 3 years in an administrative capacity.

SPECIAL REQUIREMENTS: Incumbents must be willing and able to perform all job-related travel normally associated with this position. Some moderate lifting may be required.

Adopted: 6/10/2008