



TEMPLE COLLEGE
TEMPLE, TEXAS

Job Description

JOB TITLE: Associate Vice President, Resource Management
FLSA: Exempt
SALARY LEVEL: Grade 9-Professional
DATE: February 11, 2009

The following duties, responsibilities, Knowledge, Skills and Abilities (KSA's), and physical requirements are intended to describe the general nature and level of work being performed. The information listed below is not intended to be construed as a complete listing of all duties, responsibilities, KSA's, and physical requirements required of this position since changes to the position may occur at any time or additional requirements that may be added over the course of time.

SUMMARY:

The incumbent provides strategic leadership and direction to all facets of human resources management as it pertains to faculty and staff in all components of the College. Directs the management of the various component activities of the College's Human Resources Department, ensuring that all HR programs and initiatives are integrated and effective in supporting the overall mission, goals, and objectives of the College. Directly participates in institutional planning and decision making as a member of the President's Executive Cabinet, and provides broad administrative leadership and coordination to the assigned division.

DUTIES AND RESPONSIBILITIES:

The incumbent will:

- Establish and implement short- and long-range organizational goals, objectives, strategic plans, policies, and operating procedures; monitors and evaluates programmatic and operational effectiveness, and effects changes required for improvement.
- Direct and oversee the management of the Human Resources Office ensuring that all services to departments are effective, cohesive, and consistent with the needs and objectives of the College.
- Ensure that all Federal and State laws, regulations, and standards are met and that the College's equal opportunity goals are met. Coordinate and direct grievance and mediation for dispute resolution

- Direct the administration of ERS insurance and other ERS sponsored benefits, TRS and ORP retirement programs; Directs the administration of AFLAC and other College sponsored benefits.
- Provide strategic direction and oversight to the College's staff wage and salary programs; Makes recommendations for competitive salary levels necessary to attract and retain qualified staff.
- Provide direction and oversight in the development and implementation of employee relations, strategies, and programs designed to minimize and mediate workplace disputes and to foster a positive and productive work environment.
- Design, establish, and maintain an organizational structure and staffing to effectively accomplish the organization's goals and objectives; oversees recruitment, supervision, and evaluation of unit staff.
- Evaluate departmental procedures to streamline and/or automate processes, improve customer service, reduce paper-flow, and improve human resources data management; plan and implement changes as required.
- Ensure open communications with staff organizations and faculty governing bodies.
- Develop and manage annual College Personnel budget and performs periodic cost and productivity analyses.
- Recommend and participate in the development of College policies and procedures; may serve on the College's planning and policy-making committees.
- Directly participate in executive planning and decision making for the division and the College; provides broad administrative leadership and coordination to the College as designated by the Vice President, Administrative Services
- Oversee the Campus Police and Employee Wellness Program.
- Perform miscellaneous job-related duties as assigned.

MINIMUM JOB REQUIREMENTS:

Master's degree with 7 years of directly related job experience.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. Skill in budget preparation and fiscal management. Knowledge of organizational development theory and practices. Knowledge of contemporary principles of

human resource management and public personnel practices. Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures. Ability to interpret and advise on the application of EEO/AA laws and regulations to public sector faculty/staff hiring processes. Skill in design, implementation and evaluation of employer-sponsored benefit programs. Knowledge of computerized information systems used in human resources applications. Ability to analyze and assess training and development needs. Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments. Knowledge of federal and state employment laws and regulations, and public sector employment policies and procedures. Skill in developing and implementing salary administration plans and programs. Ability to foster a cooperative work environment. Employee development and performance management skills. Knowledge of financial/business analysis techniques. Strategic planning and performance measurement skills. Ability to interpret business and operational needs and develop integrated, creative solutions. Ability to analyze problems and develop creative solutions to complex human resource issues. Knowledge of alternative dispute resolution processes. Knowledge of federal and state wage and salary laws and regulations. Knowledge of faculty and/or staff hiring procedures.

PHYSICAL EFFORT:

Light physical activity is required with occasional lifting of objects up to 15 pounds.

WORKING CONDITIONS:

Work is normally performed in an office setting. Duties will require travel in personal or school owned vehicles.

SUPERVISOR OF:

Associate Director, Human Resources, Human Resource Generalist, Departmental Supervisors, Office Assistant

DIRECT SUPERVISOR:

Vice President, Administrative Services