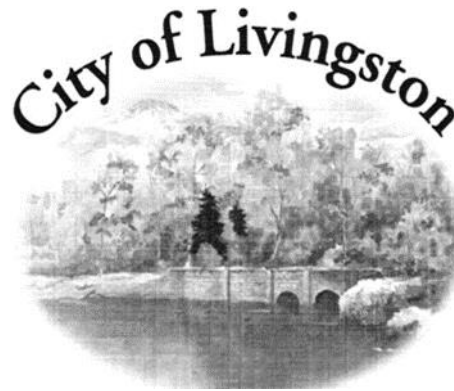


**City Manager**  
Grant Gager

220 E Park Street  
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citymanager@livingstonmontana.org  
www.livingstonmontana.org



*Incorporated 1889*

**Chairperson**  
Melissa Nootz

**Vice Chair**  
Karrie Kahle

**Commissioners**  
Mel Friedman  
Quentin Schwarz  
Torrey Lyons

## **JOB DESCRIPTION**

**JOB TITLE:** Human Resources Director

**DATE LAST REVISED:** 7/15/2023

**DEPARTMENT:** Administrative Services Department

### **JOB SUMMARY**

Under the general direction of the City Manager, serves as the administrative head of the Human Resources Division overseeing and directing all human resources, labor relations and related functions, including employee benefits, HRIS, and worker's compensation programs of the City.

### **DUTIES AND RESPONSIBILITIES**

#### ***Essential***

- Directs and conducts human resources operations with the assistance of appropriate City employees.
- Directs human resources functions such as but not limited to recruitment, testing, selection, transfers, promotions, and maintenance of the classification and compensation plans.
- Oversees the administration of the City's Human Resources Information Systems (HRIS) including all employee dates of service, current and former positions, attendance, leave accruals, protected personal information, and other related required employee data.
- Advises department heads and supervisors concerning human resources rules and procedures, administration of collective bargaining agreements, employee performance and discipline, employee benefits and other human resources issues.
- Supports all aspects of labor negotiations, including conducting research, planning and preparation.
- Performs other duties as assigned or needed.

### **QUALIFICATIONS**

#### ***Minimum***

- Graduation from an accredited college or university with a bachelor's degree in human resources administration, public administration, business administration or a related field.
- A minimum of five (5) years of professional experience in human resources generalist functions, of which a minimum of three (3) years is in a senior supervisory position.
- Demonstrated proficiency with common office technology including Microsoft Office suite.

#### ***Preferred***

- Direct experience in collective bargaining negotiations.
- Experience with human resources functions in the State of Montana.