



Director of HR & Admin

Job Description

Job Title: HR and Admin Director
Department: Human Resources & Administration
Reports To: Chief Executive Officer
FLSA Status: Exempt
Prepared Date: May 2021

Summary Develops policy and directs and coordinates human resources activities, such as employment, compensation, labor relations, benefits, training, and employee services, assists in organizational culture, recruitment, retention, and career development at all levels. Oversees affiliate administrative activities and IT department by performing the following duties personally or through subordinate supervisors.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Manages the Human Resources and Administration Departments: Establishes new employee files, oversees HR files and compliance, and provides administrative support to the department when recruiting, hiring and filling positions. Communicates to applicants on behalf of the agency. Oversees application process and ensures a fair and equal hiring process.

Researches, develops, recommends, and executes creative strategies to foster the organizations diversity goals.

Reviews current practices and policies, assessing and analyzing the extent to which they support or hinder the organizations recruitment, retention, and diversity goals.

Ensure Employee Handbook is in compliance with all current state and local laws and follows the policies adopted and approved by the Board of Directors.

Collects and analyzes statistical data to evaluate the organization's population in accordance with diversity standards and goals and grant compliance.

Drafts and implements recruiting and hiring strategies to attract employees from diverse backgrounds.

Develops and/or acquires training and development to aid diversity and retention initiatives.

Provides guidance to supervisory staff in developing objective performance and other employee evaluations and policies.

Acts as company liaison with government agencies concerning affirmative action and equal employment opportunities.

Maintains knowledge of diversity-related issues, legislation, and best practices.

Provides training and policy updates to colleagues, ensuring legal compliance of management and staff.

Oversees benefits program for employees, manages COBRA, works with accounting department to ensure calculations of hours is accurate, and works with benefits providers to garner the best coverage for employees at the best rate for Habitat-Spokane.



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Oversees insurance claims and manages risk department. Determines where training and documentation in the form of safety manuals and policy are needed and ensures they are current. Works with employees and volunteers with insurance claims for accidents and communicates with local vendors as needed to resolve claims and disputes.

Conducts background checks on employees as required by Habitat-Spokane policy

Assists supervisors with preparing and conducting performance reviews for their staff.

Host Site Manager for all AmeriCorps members serving with affiliate.

Conducts training for AmeriCorps supervisors and staff on the requirements, reporting, prohibited activities and job responsibilities of each AmeriCorps member.

Conducts or coordinates trainings for employees, volunteers, and AmeriCorps on Habitat policies.

Oversees the work study program with local colleges and universities.

Oversee communication systems – land lines, voicemail, cell phones and e-mail.

Represent HfH-S in all aspects of professional service abiding by all policies and procedures.

Attends all Habitat for Humanity-Spokane Events.

Supervisory Responsibilities

Directly supervises the Administrative Assistant. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Host Site Manager for AmeriCorps members.

Competencies To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Design - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to



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customer needs; Solicits customer feedback to improve service ; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.



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Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B. A.) from four-year college or university; At least three years of Human Resources or related experience required with at least one year specializing in equal employment opportunity, affirmative action, and diversity programs.
SHRM-CP or SHRM-SCP required.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and



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procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills

To perform this job successfully, an individual should have knowledge of Descriptions and Policy Now, Outlook, Excel and Word.

Certificates, Licenses, Registrations

Notary Public, SHRM-CP or SHRM-SCP required.

Other Qualifications

Habitat for Humanity is a nonprofit organization that helps people in your community and around the world build or improve a place they can call home.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.