



Director of Human Resources and Public Relations

Position Description

Qualifications: Establish and maintain the integrity of the overall policies and procedures for employees of the Guild of St. Agnes. Provide assistance to management in recruitment of employees. Serves as an advisor to the management team concerning issues impacting an employee's performance. Maintains a positive image of the Guild to employees and outside constituencies. Individual must possess strong interpersonal skills and have prior experience in the field of Human Resources. Bachelors Degree required.

Responsibilities include but are not limited to:

- Securing the integrity of the personnel policies
- Updating and maintaining employee's personnel files
- Recruiting and hiring new employees in all positions
- Reviewing and administering employee benefits
- Reviewing and advising management on employee salary scales
- Advising management on employee issues and/or concerns
- Advising and enrolling employees in educational pursuits
- Overseeing the design and production of all publications
- Developing promotional and advertising strategy
- Chair the Personnel Committee
- Chair the Safety Committee
- Administering the United Way Campaign
- Attending monthly Board of Directors Meetings
- Maintaining professional memberships
- Maintaining a working knowledge of all new state and federal laws

- This position is exempt

I have read and understand the job description:

Signature

Date

July 2005

