



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

**YMCA of Greater Syracuse
Job Posting**

Job Title: Director of Human Resources
FLSA: Exempt – Full-time

Reports To: CEO
Work Location: Metro Offices @ the Downtown Branch

A Career with a Cause:

At the Y, strengthening community is our cause. Our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. We focus our work in three key areas, youth development, health living and social responsibility. We are committed to this cause because a strong community can only be achieved when we invest in our kids, our health and our neighbors.

General Functions:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Under the direction of the CEO, the Director of Human Resources serves as a member of the senior leadership team with overall association wide human resource responsibilities. This position oversees the development and implementation of human resource policies, talent management, recruitment and selection, legal compliance, employee benefits, compensation, employee relations, employment practices and procedures, workplace safety and employee communications.

Essential Duties and Responsibilities:

The essential functions of this position include, but are not limited to the following:

- Supervision of one full-time Human Resources Coordinator.
- Provides leadership and consulting support to management on matters of reinforcing culture, setting goals, developing policy, and implementing strategic objectives. Participates in strategic planning for the organization. The association currently operates six branches and employs 1,300 employees.
- Oversees talent management, including employee training and leadership development, retention, recognition, employee communications and career development. Assesses and evaluates staff training and development needs, and works with management to develop programs to align with association goals.
- Develops and maintains performance management and appraisal programs. Provides assistance to employees and supervisors with questions and workplace problems. Counsels management regarding staff recruitment and dismissals.
- Oversees compensation and benefit programs, including job description and classification, salary structure and salary adjustments. Obtains cost effective employee benefit plans, and oversees benefit plan communication, enrollment and administration. Assesses the competitiveness of human resources programs and practices against the relevant markets and makes recommendations for improvements and changes.
- Remains current with employment laws and regulations. Maintains an effective program of compliance with laws and regulations related to human resources.
- Conducts internal investigations relating to employee complaints, makes recommendations to mediate and/or resolve such matters. Seeks legal counsel when necessary.
- Oversees HR systems and employee records to ensure accuracy and improve the overall operation and effectiveness of the organization. Ensures timely and accurate submission of employment related reporting as requested by the EEOC, Department of Labor, OSHA, YMCA of the USA, etc.
- Provides direction to assigned staff in the performance of their duties, establishing work priorities in achieving strategic and operating plan goals; prepares and manages associated budgets.
- Serves as a resource and participates as a leader/member of various staff committees and leadership groups.
- Leads the association safety and health programs, chairs the association's Safety Committee.
- All other duties as assigned by the CEO.

Experience and Education:

- Bachelor's degree in Human Resources or equivalent.
- Minimum of eight years of professional experience in all aspects of HR management and staff development and/or equivalent combination of education and experience.
- SHRM Senior Certified Professional or Certified Professional certification preferred.

Qualifications:

- Current knowledge and understanding HR functions and competencies to include employment law and regulations, talent management and selection, performance management, compensation and benefits, staff training and development, employee relations, conflict resolution, and workplace safety.
- Ability to develop and execute broad strategic initiatives to further Human Resources functionality within the association.
- Ability to assess broad organizational issues, develop appropriate actions and drive lasting change.
- Proven competence in developing relationships at multiple levels and across functions of the association, with demonstrated ability to interact effectively.
- Strong proven ability to operate independently and prioritize assignments.
- Demonstrated ability to lead the association through change initiatives.
- Proven ability to recruit, provide performance coaching and create development plans for employees.
- Demonstrated ability to deliver difficult messages, mediates matters of conflict, and provides objective feedback to employees.
- Demonstrated prior experience in conducting independent investigations on employment related matters.
- Strong analytical skills with demonstrated ability to apply processes.
- Ability to create and act with credibility with key leadership and employees.
- Ability to balance competing priorities and to adapt to changing requirements.
- Excellent interpersonal, listening, and oral and written communication skills.
- Experience in the administration of benefits and compensation programs and other Human Resource programs.
- Computer proficiency in Microsoft and related HRIS systems.
- Evidence of the practice of a high level of confidentiality.
- Active affiliation with appropriate Human Resources networks and organizations and ongoing community involvement preferred.

YMCA Competencies (Organizational Leader):

- Mission Advancement: Incorporates the Y's mission and values into the organization's vision and strategies. Ensures community engagement; promotes the global nature of the Y. Leads a culture of volunteerism ensuring engagement, inclusion, and ownership. Leads a culture of philanthropy.
- Collaboration: Advocates for and institutionalizes inclusion and diversity throughout the organization. Initiates the development of relationships with influential leaders to impact and strengthen the community. Is recognized as an inspirational community leader who navigates complex political and social circles with ease. Communicates to engage and inspire people within and outside the YMCA. Ensures that a talent management system is in place and executed effectively.
- Operational Effectiveness: Possesses penetrating insight and strong strategic and critical thinking skills. Invests resources in well-designed innovation initiatives. Creates a structure to deliver organization-wide results to achieve objectives. Develops and implements stewardship strategies. Determines benchmarks and ensures appropriate leadership to meet objectives.
- Personal Growth: Creates a learning organization. Effectively drives change by leveraging resources and creating alignment to expand organizational opportunities. Shares authority and demonstrates courage and humility. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

Trainings & Certifications:

- Must complete online Bloodborne Pathogens (yearly re-certification) and Employee Safety trainings prior to assignment to position.
- Must complete online Youth Protection training within the first 60-days of employment.
- Must complete online Hazard Communication training within the first 90-days of employment.
- Must complete Darkness to Light training within first year of employment.

Effective Return on Investment:

The effectiveness of the incumbent's performance may be measured by:

1. The degree to which the Human Resources Director is recognized by leadership and staff as a key contributor to the operational success of the YMCA of Greater Syracuse.
2. Leadership in the establishment and the consistent application of HR policies within the association.
3. Sound management of the day-to-day functions of the Human Resources Department evident in the purposeful and coordinated systems, and maintenance of accurate personnel records and data.

Physical Demands:

Ability to sit, use hands and fingers, stand, walk, reach, climb, balance, stoop, crouch, kneel and climb a minimum of two flights of stairs multiple times per day. Occasionally required to lift and/or carry and move up to twenty pounds. Specific vision abilities required close, color, distance, peripheral, depth perception and ability to adjust focus.

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Posting Period: 4/13/17 – 4/27/17

Work Environment:

Work is normally performed in a typical office environment. At times, the employee may be required to travel and exposed to prevailing weather conditions. The noise level in the work environment is usually moderate.

Americans with Disabilities Specifications:

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.

How to Apply:

All interested candidates should submit their resume via email to resume@syracuseymca.org. Resumes will be accepted until April 27, 2017.

The YMCA of Greater Syracuse reserves the right to interview only those internal candidates that based on their qualifications, experience and background meets the requirements of the job vacancy.