



PARISH OF CADDO
Department of Human Resources
505 Travis Street, Suite 840
Shreveport, LA 71101
 (318) 226-6906
 (318) 429-7627 job line
www.caddo.org

Date Posted:
 Starting Rate:
 Closing Date:

Equal Opportunity Employer

PERSONNEL CLASS SPECIFICATION

*REVISED:
 01/01/2005,01/01/07*

JOB TITLE: Director

DEPARTMENT: Human Resources

FLSA Status: Exempt

HOURS: 8:00 a.m. – 5:00 p.m.

SALARY RANGE: \$32.49 - \$48.87

GRADE: 55

A highly responsible management position that reports directly to the Caddo Parish Administrator. Position is responsible for managing the overall operations of the department.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Lead the Human Resources Department ensuring Parish resources are used to best serve the citizens and employees of the Parish of Caddo. Uphold proper decision making, legalities and integrity of the position of Department Director.
- Prepare and maintain the budget for the Human Resources Department. Uses good judgment in spending Parish funds. Actively pursues outside sources of funding such as grants, partnerships, etc. to offset Parish expenditures.
- Manage employees within the Department to include fair and equitable treatment, good communication, training, and ensuring that high standards are maintained.
- Create a learning environment which may include continuing education for self and subordinates, creating succession planning for all key positions, and fostering teamwork within the group.
- Work with Administration, other Directors, and other Departments to foster and effective Team Spirit within the Parish Administration Leadership Team.

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.

- Bachelor's Degree in Business Administration, Business Management, Public Administration or a related field, plus four years of experience in Human Resources management; ten years of related experience may substitute in lieu of a B.S. Degree.
- Must have valid driver's license.
- The ability to plan, initiate and execute procedures and policies.
- Analytical mind to solve and properly explain, verbally and in writing with persons at all levels.
- Highly developed understanding of management and fiscal principles.
- Ability to establish and maintain harmonious working relationships.

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 will experience physical requirements similar to those associated with a business office environment.