

## **HR/ADMINISTRATION MANAGER**

**Current Incumbent:** New Position

**Reports to:** Senior Vice President HR/Administration

**Status:** Full-Time, Exempt

**Updated:** November 2018

**Department:** HR/Administration

**Direct Reports:** 3.5

**Indirect Reports:** 0

**Eligible for Telework/CWW:** Yes

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### **SUMMARY OF POSITION:**

*HR/Administration Manager is responsible for performing HR- related duties on a professional level and works closely with SVP, HR & Administration. The position develops and administers all HR and Administration programs and processes design. **The ability to maintain confidentiality is essential.***

### **PRINCIPAL ACCOUNTABILITIES:**

- In conjunction with SVP, plans, organizes and controls all activities of the HR and Administration departments. Participates in developing department goals, objective and systems.
- Manages the administrative staff as it relates to performance, work flow and coordination with other groups. Ultimate responsibility for maintenance of the facilities, office equipment and systems.
- Participates in compensation program and monitors the performance evaluation program.
- Creates and rewrites job descriptions as necessary.
- Develops, recommends and implements employment policies and procedures, prepares and maintains handbook.
- Coordinates with HR Specialist for recruitment efforts for all exempt and nonexempt positions. Works with hiring manager to interview candidates, extend job offers (up to Director level) and conducts new-employee orientations.
- Assists with development and monitoring of career-pathing programs, investigates employee relations concerns, and conducts exit interviews.
- Assists in evaluation of reports, decision and results of department initiatives in relation to established goals.
- Researches and recommends new approaches, systems, policies and procedures to continually improve efficiency and services provided.
- Maintains compliance with federal, state and local employment and benefits laws and regulations.
- Budget responsibility for the administration budget. Reconciles, resolves and approves all Administration invoices and expenses.
- Other duties as assigned

**COMPETENCIES:**

1. Business Acumen
2. Communication proficiency
3. Organizational skills
4. Teamwork Oriented
5. Performance Management
6. Technical capacity
7. Critical Evaluation
8. Cultural Awareness
9. Relationship Management
10. Ethical Practice

**SUPERVISORY RESPONSIBILITIES:**

This position manages all employees in the administration department and is responsible for the performance management and hiring of the employees within that department. Has dotted line supervision of the HR Specialist.

**TRAVEL:**

Little to no travel is expected for this position. If any, travel would be local during the business day.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Bachelor's degree and 5+ years of human resources and/or administration experience, or nine years of experience in the HR field.
- Self-directed and able to work independently, with minimal supervision, and exhibit strong project management and analytical and problem-solving skills

**PHYSICAL DEMANDS:**

While performing the duties of the job, the employee is regularly required to sit, use hands to finger, handle or feel objects, tools or controls; reach with hands and arms. The employee may occasionally lift up to 20 pounds.

**WORK ENVIRONMENT:**

Work is regularly performed in a professional office environment and routinely uses standard office equipment.

The physical demands and work environment 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.

**Please send resumes, cover letter and salary history to [Resumes@naahq.org](mailto:Resumes@naahq.org). No phone calls, please. EOE M/F/H/V**