



City of Tucumcari
P.O. Box 1188
Tucumcari, NM 88401
Email resumes to: HR@cityoftucumcari.com

Job Position: Human Resources Director

Job description:

Overview

Human Resources Director

Human Resources Director serves as a link between management and employees by handling questions, interpreting and administering benefits packages, policies and procedures, and helping resolve work related problems. The Human Resources Director helps analyze and adjust or modify compensation and benefits packages, while advising managers and supervisors on employment laws such as those of the EEOC, FMLA and Workers Compensation organizations to ensure competitive law-abiding programs. HR director may act as mediators during employee disputes, as well as performing consultations for employees seeking clarification, representation, or general knowledge of the City of Tucumcari's policy and procedures. The HR director also recruits and screen new employees, while fostering positive attitudes toward organizational objectives. The HR Director may also be called upon to implement safety procedures and protocols and act as a Risk Manager for the organization.

Essential Duties and Responsibilities:

- Supervise the payroll clerk.
- Support hiring, including recruiting, screening, interviewing applicants, and checking references.

- Administer and explain personnel policies, answering employee questions and helping resolve workplace problems.
- Review compensation and benefits, helping evaluate or adjust pay and benefit arrangements.
- Advise management on employment requirements, including matters involving equal employment opportunity, family and medical leave, and workers' compensation.
- Handle employee relations, including workplace disputes, disciplinary matters, and promotions.
- Support workplace safety and risk management. The description allows the director to be assigned safety procedures, safety protocols, and risk-manager responsibilities.

The position is also subject to the City's drug and alcohol testing policy.

Join us in leading a vibrant HR function that champions our people's growth while ensuring compliance and operational excellence. We're committed to building an inclusive environment where every team member can thrive—empowered by innovative HR practices that support our mission of organizational success through people!

Work Location: In person