

<b>GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY POSITION DESCRIPTION</b>	
<b>POSITION TITLE:</b> Human Resources Manager	<b>DATE:</b> 04/21/2024
<b>DEPARTMENT/TITLE OF SUPERVISOR:</b> Administration & HR Department/Vice President of Administration & HR	<b>GRADE/LEVEL:</b> 22 (Exempt)

**Position Summary** (Primary Function)

The Human Resources Manager is responsible for managing the end-to-end recruitment process, on and off-boarding, compliance reporting, leave management, and research on HR trends and best practices. This position assists with a variety of additional departmental initiatives and requires a strategic mindset, exceptional communication skills, and a deep understanding of human resources principles.

**Responsibilities** (Essential Functions)

- Develop and implement effective recruitment strategies to attract top talent.
- Manage the end-to-end recruitment process including: job posting, resume screening, applicant tracking, interviewing, and candidate selection.
- Collaborate with hiring supervisors to understand staffing needs and develop job descriptions.
- Conduct regular candidate sourcing activities through various channels including job boards, social media, and professional networks.
- On and off-board employees and conduct exit interviews.
- Enter and maintain accurate employee information in the payroll & HRIS systems.
- Compile data and respond to annual compliance testing and reporting programs.
- Administer employee leave programs and tracking (FMLA, short term disability, etc.), ensuring confidentiality and accuracy of record keeping.
- Process accident reports to ensure timely action regarding workers' compensation claims and serve as primary contact with the worker's compensation carrier.
- Participate in the administration of employee appreciation and incentive programs.
- Maintain knowledge of HR trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Work with the HR team to plan, organize, and coordinate employee events to foster a positive work culture and team spirit.
- Work with the HR team to evaluate, recommend, and implement technology to improve departmental efficiency.
- Maintain a thorough understanding of the organization's HR strategy and objectives to effectively assume responsibilities of the Vice President as needed.
- Nurture a positive working environment and promote company mission, vision and values.
- Perform duties of departmental teammates in their absence or as assigned.
- Perform all other duties as assigned.

**Education Requirements** (Evaluation Factors: Skills, Education, Experience, Ability)

- Bachelor's degree in Human Resource Management, Business Management, or related field from an accredited college or university required. Equivalent experience may serve in place of a degree requirement.



<b>GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY POSITION DESCRIPTION</b>	
<b>POSITION TITLE:</b> Human Resources Manager	<b>DATE:</b> 04/21/2024
<b>DEPARTMENT/TITLE OF SUPERVISOR:</b> Administration & HR Department/Vice President of Administration & HR	<b>GRADE/LEVEL:</b> 22 (Exempt)

**Experience Requirements**

- Minimum of five years of professional work experience in human resources or a related field required.
- Minimum of two years of talent acquisition experience required.
- Experience working in aviation, manufacturing, or a governmental environment a plus.
- Demonstrated ability to build and manage relationships with employees and vendors.

**Special Knowledge, Skills, and Abilities**

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to contribute in a team environment to achieve success for the organization.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with HRIS and talent management platforms or the ability to learn quickly.

**Supervisory Responsibilities**

- None.

**Licenses Required**

- Must possess a valid driver’s license or the ability to obtain if hired.

**Certifications Required**

- Human Resources certification such as: SHRM-CP, PHR, SHRMs Talent Acquisition Specialty Credential, etc., strongly preferred.

**Latitude/Independent Judgment/Accuracy**

- Position warrants considerable independence and initiative in decision making.
- Position requires a high level of technical accuracy, as the level of impact resulting from errors could have a long-term negative effect, both economically and politically.
- Inaccurate work could result in lost revenue and/or increased expenses to the Authority.

<b>GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY POSITION DESCRIPTION</b>	
<b>POSITION TITLE:</b> Human Resources Manager	<b>DATE:</b> 04/21/2024
<b>DEPARTMENT/TITLE OF SUPERVISOR:</b> Administration & HR Department/Vice President of Administration & HR	<b>GRADE/LEVEL:</b> 22 (Exempt)

**Working Conditions**

- Job is performed in an office setting.
- Requires frequent bending, twisting, stooping or turning. Occasional lifting up to 25 pounds is necessary.
- Must be able to operate a computer and be familiar with Microsoft office products.
- Some out-of-town travel may be required.
- Must be able to drive to various locations on and off airport premises.

**Other Requirements**

- Must be able to complete and pass a background investigation as required by the Federal Government.