



# Greater Albany Public Schools

## Executive Director of Human Resources

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**Salary Level: \$141,277-\$155,982**  
**Reports to: Superintendent**  
**Work Calendar: 260 Days**

**Classification: Administrator**  
**Location: District Office**

### **Greater Albany Public Schools**

Executive Director of Human Resources. The GAPS district is located in Albany Oregon, and is the ideal sized school district in an ideal location. Albany is a city of 57,000 residents located adjacent to Interstate 5 between Eugene and Salem in Oregon's Willamette Valley.

A humble yet proud community in many respects, Albany is committed to the achievement of its students and has worked hard to attain excellent results. And GAPS is a force to be reckoned within the Pacific Northwest. Through a deep commitment to the work of diversity, equity and inclusion, our district boasts some of the best on-time high school graduation rates in the state. With a top-notch leadership team committed to every child, we believe our school system is primed to attain even greater heights.

The district benefits from strong community partnerships with local industry and higher education. As we move toward in-person instruction, there is excitement in the air in Albany.

An easy drive to Eugene, Corvallis, and Salem, and less than ninety minutes from Portland, Albany offers a small town quality feel near urban amenities, magnificent natural resources and the state's two major public universities (UofO and OSU). Residents enjoy easy access to the pacific coastline beaches, hiking and biking trails along the coastal mountain range, snowboard and skiing opportunities in the mountains to our east, and in its backyard the natural splendor of the Willamette Valley with its roving hills and wineries.

- Salary Level: **\$141,277-\$155,982** depending upon experience; 260 day/yr schedule with 10 holidays included.
- 25 vacation days and 3 days of personal leave
- Generous monthly insurance allowance (Estimated \$1650 per month)
- District provided TSA (Currently \$295 per month)
- Expense allowance (Currently \$394.75 per month)
- Cell phone allowance (Currently \$75 per month)
- District paid HRA for eligible administrators

**Classification:** Administrative (A member of the District Leadership Team)  
**Reports to:** Superintendent

**Position Summary:** This position is designed for the purposes of managing assigned operations in accordance with district policies; providing information to the Board, superintendent, staff and the public; ensuring compliance to established policies, procedures and/or codes; and addressing a variety of administrative needs and

processes. Major areas of responsibility include: 1) Labor relations and contract management, 2) Recruitment and selection of all staff, prioritizing increasing racial and linguistic diversity 3) District staff morale, 4) Oversight of the districts employee evaluation programs, 5) Federal and State laws governing teacher and administrator licensing, and 6) Employee leave including OFLA/FMLA and other legally and contractually provided leave programs.

**Qualifications:**

- Earned Master's degree in educational leadership/administration, human resources, public administration or related field.
- Minimum three years successful experience as a managerial level or above in the field of human resources preferred.
- Minimum three years successful supervisory experience, preferably including experience as a K-12 public school building administrator preferred.
- Valid Oregon State certificated administrative credential preferred.
- K-12 Teaching experience preferred.
- Successful FBI Fingerprint Clearance Report and Disclosure Statement in accordance with state law.

**Essential Functions:**

- Administers a wide variety of personnel policies, processes and employment agreements (e.g. recruitment, selection, hiring, orientation, labor and employment contracts, compensation schedule, etc.) for the purpose of conforming to District policies, relevant laws, contracts and agreements.
- Advises Superintendent, district administrators and managers, principals and assistant principals on a variety of human capital related issues (e.g. staffing, discipline, coaching, etc.) for the purpose of ensuring that the district is in compliance with federal, state, and local laws and policies and that employees are treated with fairness, respect, and dignity and that the district is meeting goals in strategic plan.
- Leads, supports and collaborates in equity, inclusion and diversity work at every level of the organization. Particular emphasis on hiring and employee management. Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Consults with administrators on a wide variety of sensitive personnel issues (e.g. hiring, promotions, transfers, medical issues, return to work, etc.) for the purpose of assisting in effective decision making and enforcing all relevant policies, procedures and regulations.
- Directs department operations, the maintenance of services and the implementation of new programs and/or processes for the purpose of providing services including established timeframes and in compliance with related requirements achieving organizational objectives, and ensuring compliance with legal, financial and District requirements.
- Facilitates meetings, workshops, seminars, etc. (e.g. personnel actions, equal opportunity, regulatory requirements, actions involving outside agencies, inter-district needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative. Investigates grievances and/or complaints from employees, parents, or other staff (e.g. conflicts of interest, conduct violations, sexual harassment, pay and/or assignment disputes, etc.) for the purpose of reaching resolutions that provide a healthy work environment.
- Monitors and reviews a variety of personnel processes (e.g. certificated and classified posting process, interview schedules, substitute placement, certified and classified placements, personnel transfers, new employee orientation, departmental procedures, position control, unemployment claims, etc. ) for the

purpose of ensuring efficient processing of applicants and employees in addressing position requirements and complying with licensing, legal and/or administrative requirements.

- Monitors district staffing budgets, expenditures and related financial activities for the purpose of ensuring that personnel allocations are accurate, staffing is within guidelines, expenses are within budget limits and/or fiscal practices are followed. Participates in bargaining processes for the purpose of leading district negotiation of labor agreements.
- Participates in meetings, workshops, job fairs and seminars for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities, including employee recruitment and search.
- Prepares a wide variety of complex written materials (e.g. plans, budgets, funding requests, investigative reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Recommends policies, procedures and/or actions to the Superintendent and School Board for the purpose of providing direction for meeting the district's strategic goals and objectives.
- Research information required to manage assignments including reviewing relevant policies, current practices, staffing requirements, financial resources, etc. for the purpose of developing new programs/services; ensuring compliance with legislative requirements; securing general information for planning; and/or responding to requests.
- Responds to written and verbal inquiries from a variety of internal and external sources (e.g. staffing, conflicts in policies and regulations, community concerns, etc.) for the purpose of identifying the relevant issues and recommending or implementing a remediation plan.
- Supervises the maintenance of manual and electronic Human Resources documents, files and records (e.g. background information, personnel files, vacancy listings, applicant tracking, substitute acquisition system; HR website, etc.) for the purpose of providing accurate information in compliance with regulatory requirements and established guidelines.

**Physical Demands:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. May work prolonged or irregular hours; frequent district wide travel; occasional statewide travel and out-of-state travel.

**Term of Employment:** Not to exceed 260 paid days as set by negotiated agreement. May include extended contract days or extra-duty assignments. Salary and benefits based on the current District Salary Schedule and negotiated agreement.