

HUMAN RESOURCES MANAGER AND COMMUNICATIONS SPECIALIST

Position: Human Resources Manager and Communications Specialist

Supervises: None

Department: Administrative Services

Gives work direction to: None

FLSA Status: Exempt

Reports to: Executive Director

Revision date: May 2026

POSITION SUMMARY

At will position appointed by and under the general direction of the Executive Director. Responsible for providing human resource functions for INRCOG and INRTC. Responsible for promoting and marketing the services of INRCOG and INRTC. Assists with administrative functions of the agency.

ESSENTIAL JOB DUTIES

- Develops, implements, monitors, and administers all employment related policies, including the Employee Handbook and other pertinent human resources information and programs.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices.
- Reviews, recommends, develops, and maintains policies and practices to ensure compliance with federal, state, and local employment laws and regulations.
- Assists with job description development and job description updates.
- Consults with the Executive Director regarding personnel issues and priorities.
- Manages and maintains all personnel records according to legal requirements.
- Administers and oversees administration of benefits for INRCOG and INRTC employees.
- Facilitates the hiring of INRCOG and INRTC employees including recruiting and interviewing applicants.
- Collaborates with department directors on skills and abilities required for job openings.
- Conducts background checks and employee eligibility verifications.
- Conducts orientation of new employees.
- Oversees administration and compliance with Labor Agreement for INRTC employees; supports contract negotiations in accordance with federal, state, and local laws and regulations.
- Assists with the administration of the INRTC Substance Abuse (Drug and Alcohol Testing) Program including maintenance of related records.
- Participates in INRTC employee disciplinary action and grievance resolution.
- Assists in answering and directing incoming telephone calls, especially in the absence of the Administrative Assistant.
- Represents the agency in direct contact with citizens on a daily basis.
- Provides callers with information and assistance.

- Provides correspondence, reports, statistics, and other data from rough draft copy or notes.
- Serves as back-up and alternate for Administrative Assistant and Accountant.
- Maintains records.
- Develops and edits INRCOG publications, newsletters, social media, and other marketing and promotional materials.
- Assists with the maintenance of the INRCOG and INRTC websites.
- Assists with compliance with Title VI of the Civil Rights for INRCOG and INRTC programs.
- Contributes to a quality work environment by establishing and maintaining high job-related personal standards.
- All other job duties as assigned by the Executive Director.

INCIDENTAL JOB DUTIES

None

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Knowledge of human resources principles, practices, and procedures applicable to public-sector employment.
- Knowledge of federal, state, and local employment laws and regulations.
- Knowledge of collective bargaining agreements, labor relations principles, grievance procedures, and contract administration in a unionized environment.
- Knowledge of benefits administration, including health insurance, retirement systems, and leave programs.
- Knowledge of employment policy development, analysis, and implementation, including drafting employee handbooks, policies, and procedures.
- Ability to interpret and apply employment laws, regulations, and collective bargaining agreements consistently and objectively.
- Ability to adapt to changing laws, regulations, and organizational needs.
- Strong written and verbal communication skills, with the ability to explain policies, procedures, and legal requirements clearly to employees, supervisors, union representatives, and elected or appointed officials.
- Knowledge of marketing, outreach, and/or engagement principles.
- Knowledge of website management, social media platforms, and online marketing tools preferred.
- Knowledge of the organization and functions of municipal and county government.
- Knowledge of Title VI of the Civil Rights Act as it relates to INRCOG and INRTC programs.
- Ability to detect deviations and variances from established regulations and skill in identifying appropriate corrections.
- Ability to maintain accurate and detailed records.
- Knowledge of and ability to accurately apply generally accepted accounting principles.

- Knowledge of and ability to competently perform basic business mathematics, including addition and subtraction; multiplication and division; and the ability to accurately calculate percentages and apply mathematical and statistical formulas.
- Knowledge of standard and specialized computer software including word processing, spreadsheets, database, presentation, e-mail, internet, graphic design, and website development.
- Ability to proficiently operate a variety of office machines and equipment, including computer, printer, copier, and telephone.
- Ability to work independently and in consultation with other public officials, boards and commissions.
- Ability to interact and exchange information with the public and other city officials in a courteous manner.
- Ability to attend work regularly at the designated place and time and ability to work under strict time constraints.
- Ability to safely perform a range of physical activity including walking, standing, bending, twisting, kneeling; using hands and arms to grasp or reach; and lifting, carrying, pushing and pulling.
- Sufficient personal mobility that permits the employee to work in an office environment and to meet with elected and appointed officials.

ENTRY REQUIREMENTS

Education/Training: Bachelor's Degree in Human Resources, Public Administration, Business Administration, Organizational Management, or 1 related field;
and

Work Experience: Minimum of three years of work experience in human resources management or related field;
or

An equivalent combination of education, training and experience that provides the knowledge, skills and abilities necessary to perform the essential functions of the position.

Required licenses, registrations and certifications: None, except State of Iowa Drivers License or ability to provide own transportation and driver for occasional travel.

Required post-offer physical examinations: Employer may require a physical examination that complies with state and federal guidelines.

Required drug testing: None

Residency requirement: None

Other testing required: Employment contingent on satisfactorily passing an oral interview process.

WORK ENVIRONMENT

Most work is performed indoors in an office setting. Work includes working at a desk for extended periods of time; working with computers and other office equipment; moving throughout the office

complex and from place to place; and working directly with other staff, and elected and appointed public officials. Work may also involve frequent interruptions.

HOURS OF WORK

Minimum of 40 hours per week, Monday through Friday. Start and finish times may vary dependent on assignment. May be required to work additional hours or to change hours with minimal notice and to work evenings and/or weekends to attend meetings or as required for the operation of the agency.

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1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
 2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations.
 3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
 4. The employer reserves the right to change or reassign job duties or combine positions at any time without prior notice.

Executive Director

Date

Department Director

Date