**NATIONAL ASSOCIATION OF REALTORS®**

**Human Resources director**

**IDENTIFICATION:**

Job Title:Human Resources DirectorDepartment:Administrative

Status: F/T FLSA Status: (do not complete)

Reports to: Chief Staff Executive (CSE) Revision Date: 8/5/17

Number of Direct Reports:

*Disclaimer:* *Please note that this sample job description is for consideration and reference only, with the hope that it is a helpful resource. It is not policy, and there is no requirement to use this sample. It is not intended to represent the best, or the only job description for this position. The needs and interests of each association vary, therefore, an association must craft and tailor the job description that is most suitable and appropriate for the association’s needs and interests.*

**POSITION SUMMARY:**

The Human Resources Director (“HR Director”) oversees all aspects of Human Resources (“HR”) practices and processes and ensures the proper implementation of company strategy and objectives

through HR management, including job design, recruitment, performance management, training & development, employment cycle changes, and talent management for the association.

**ESSENTIAL FUNCTIONS:**

* Develop and implement HR strategies and initiatives aligned with the overall business strategy.
* Bridge management and employee relations by addressing demands, grievances or other issues.
* Manage the recruitment and selection process.
* Support current and future business needs through the development, engagement, motivation and preservation of human capital.
* Develop and monitor overall HR strategies, systems, tactics and procedures across the organization.
* Nurture a positive working environment.
* Oversee and manage a performance appraisal system that drives high performance.
* Ensure that policies and procedures are in place for conducting annual performance reviews for the association’s chief staff, as required by NAR’s Core Standards.
* Maintain pay plan and benefits program.
* Assess training needs to apply and monitor training programs.
* Report to CSE and provide decision support through HR metrics.
* Ensure legal compliance throughout human resource management.

**QUALIFICATIONS:**

* Proven working experience as HR manager or other HR executive.
* People oriented and results driven. Ability to build and manage interpersonal relationships at all levels of the organization.
* Knowledge of HR systems and databases and HR metrics.
* Ability to architect strategy along with leadership skills.
* Excellent active listening, negotiation and presentation skills.
* In-depth knowledge of labor law.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

1. Ability to walk, stand, and sit (including on the floor) for long periods of time.
2. Must be able to lift and carry supplies weighing up to 20 pounds.
3. Ability to stand or sit while maintaining alertness for several hours at a time.
4. Position may require bending, leaning, kneeling, and walking.
5. Ability to speak concisely and effectively communicate.
6. Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.