

**FLINT COMMUNITY SCHOOLS  
AN EQUAL OPPORTUNITY EMPLOYER**

**Posting Dates: April 16, 2009 Until Filled**

**TITLE: Executive Director, Human Resources/Legal Affairs**

**An online application, which can be accessed from our website ([www.flintschools.org](http://www.flintschools.org)), is required for all positions. In addition, for all administrative, professional, technical and executive secretarial level positions, applicants must submit a signed letter of application, up-to-date resume', copy of transcripts, and three signed professional letters of recommendation. All letters cannot be older than 18 months. These documents must be scanned and uploaded through the online application process.**

Current employees should follow bidding or transfer procedures as set forth within their master contracts, if applicable.

**SPECIAL NOTICE:**

***Your application is not complete until all documents are signed and submitted. Incomplete applications will not be considered for employment.***

**QUALIFICATIONS:**

Education: Master's degree required with emphasis in labor relations and personnel management.

Experience: Documented experience in labor relations, preferably in an educational setting.

**Residence within a 60-mile radius of the borders of the District is required; residence within the City of Flint preferred.**

**Other Requirements:**

Newly hired employees must satisfactorily pass: 1) physical examination by a medical doctor; 2) police clearance; 3) reference check, including digital fingerprinting; and 4) 5-panel drug test. Must comply with Student Safety Initiative Legislation, as amended.

To perform this job successfully an individual must be able to perform each essential function satisfactorily. The essential functions listed are representative of the knowledge, skill and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**REPORTS TO:** Superintendent

**SUPERVISES:** Staff Directors, Human Resources Specialists, Staff Assistants and Secretarial/Clerical personnel.

**TERMS OF EMPLOYMENT: Grade 9, Exempt Administrative Salary Schedule; 245 Days; beginning salary \$2009/week.**

**TITLE: Executive Director, Human Resources/Legal Affairs**

**ESSENTIAL FUNCTIONS:**

Directs hiring, retaining, developing and motivating people who can contribute to the district's productivity and growth.

Provides equitable settlement of contracts through effective negotiation processes.

Minimizes labor relations problems through grievance hearings and other procedures.

Supervises the overall preparation for collective bargaining with all recognized employee groups.

Responsible for supervising the administration and implementation of collective bargaining agreements, including grievance processing and arbitration.

Responsible for the supervision and coordination of District replies to matters pending before Michigan Employment Relations Commission, Michigan Civil Rights Commission, Equal Employment Opportunity Commission and related state or federal agencies.

Responsible, upon request, for providing inservice training to supervisors and others on employee relations matters.

Responsible for keeping the superintendent advised on an ongoing basis of matters pertaining to district labor and employee relations.

Monitors district salary schedules and classifications to assure they meet common pay equity standards.

Directs in the development of programs and procedures to communicate organizational policies and practices to employees on all levels.

Provides inservice to administrators and supervisors on understanding, implementing and communicating district policies and practices to employees in a way that fosters a friendly and productive educational culture and meets the requirements of employment law.

Manages and provides leadership for Fringe Benefits and Risk Management.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Other duties within the classification and the physical demands of the job may be assigned.

**PHYSICAL DEMANDS FOR POSITION:**

Sedentary Work (See U.S. Department of Labor Guidelines)

**TITLE: Executive Director, Human Resources/Legal Affairs**

**EVALUATION:**

Performance of this position will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Exempt Administrative Salary Schedule personnel.

H:Job Desc\EXEMPT  
Rev. 04-09/dmh

**Statement of Assurance of Compliance with Federal Laws**

It is the policy of the Flint Community Schools not to discriminate on the basis of color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the:

Executive Director of Human Resources/Legal Affairs • 923 E. Kearsley St.,  
Flint, Michigan 48503-1974 • (810) 760-1124.

**Translation services are available upon request, please call 760-6770**

خدمات ترجمة متوفرة تحت الطلب, الرجاء أن تتصلوا على رقم الهاتف 760 - 6770

**Ponemos a sus órdenes el servicio de traducción. Las personas  
interesadas, favor de llamarnos al 760-6770**

設有翻譯服務, 祇要提出要求, 請電760-6770.