

## **Vice President of Human Resources – Job Description Summary**

Provide overall strategic human resource leadership to the organization. Oversee the development and implementation of human resource policies, programs and services, including employee relations; employment practices; compensation and benefits; recruitment and orientation; training and development; retention; legal compliance and procedures; and employee communications.

The Vice President of Human Resources engages in the strategic plan process by supporting the execution of business unit strategies and plans through the implementation of HR strategies and solutions that support short and long-term business objectives. The incumbent selects, develops, evaluates and leads a department of professionals with a goal of earning a high level of credibility as an effective and responsive resource in the organization. He/she strives to foster a workplace environment consistent with the values and mission outlined by senior executives and the board of directors.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Certificates, licenses, registrations
- Physical demands
- Work environment
- Mental demands