

**Supervisor Classified Talent Management
New Hanover County Schools**

Job Description

Class: Administrative
Dept: Human Resources

TITLE: Supervisor

QUALIFICATIONS:

1. Bachelor's degree in education or a related field. NC Administrator/Supervisor Certificate preferred or equivalent combination of education and experience.
2. Five to seven years experience with personnel operations.
3. Other qualifications as the superintendent and board may find appropriate and acceptable.

REPORTS TO: Director of Human Resources

JOB GOAL: Supervise the recruitment, retention, development and support of New Hanover County Schools' classified employees.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to personnel issues.
2. Administer general employment procedures for all unit wide classified personnel.
3. Responsible for employment and human resources services to include employee/employer problems and concerns.
4. Responsible for procedures designed to attract the most highly qualified candidates appropriate to the needs of the New Hanover County Schools.
5. Assist with recruitment activities for all areas of direct responsibility including minority recruitment.
6. Plan and conduct selection processes of classified employees by coordinating the activities needed for final employment recommendations.

7. Process staff action reports as well as supervising position management for all classified personnel.
8. Keep informed of federal, state and local policies concerning all areas of human resources.
9. Responsible for processing all classified evaluations.
10. Establish and maintain a pool of highly qualified applicants for each category of positions.
11. Assist with advertising procedures appropriate for existing classified vacancies and in a manner consistent with established procedures.
12. Act as a liaison and support for classified employees and their departments.
13. Perform other duties and responsibilities as requested by the Director of Human Resources.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Exempt

Starting Salary and Grade: SA II

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, classified employees, and central office staff.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to work independently, meet deadlines and accomplish specific tasks as requested.
- Ability to learn, interpret, and explain policies, regulations and procedures.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.