

## **HUMAN RESOURCES & COMMUNICATIONS MANAGER**

**SUMMARY:** Responsible for management of the Human Resources, Administrative Services, and Communications functions of the organization. Provide direct organizational support to the President and the Board of Directors. Guide and manage the overall provision of Human Resources services, policies, and programs. Major areas of responsibility: recruiting and staffing; performance management and improvement systems; payroll administration; employee relations and regulatory compliance; policy development; assisting and advising supervisors, managers, and executive staff; employee and agency communications.

**EDUCATION and/or EXPERIENCE:** Progressively responsible human resource generalist experience managing and administrating human resource and administrative functions at a senior management level. Bachelor's degree (B. A.) from four-year university with a degree in business administration, organizational leadership/development, or human resources. Masters Degree in Human Resources or related discipline preferred. License/Certification required: PHR/SPHR preferred.

Fax or mail resume and salary requirement to:

Workforce Solutions Greater Dallas

ATTN: HR Department

1201 Main Street, Suite 2700

Dallas, Texas 75202

**Fax: (214)745-1110**

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