



THE SELMA HOUSING AUTHORITY

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SELMA, ALABAMA 36702-0950

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EXECUTIVE DIRECTOR

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## **JOB OPENING**

TO: SHA Staff, Residents and General Public

FROM: Kennard Randolph, Executive Director

DATE: October 17, 2018

POSITION(S): **Director of Human Resources**

POSITION CLASSIFICATIONS: **Full Time**

OPENING DATE: OCTOBER 17, 2018

CLOSING DATE: OCTOBER 24, 2018

**FOR ADDITIONAL INFORMATION:** A general summary of job duties and qualifications are available at the Central Office.

**TO APPLY:**

Applications available at the Central Office, 444 Washington Street until 4:00 on October 24, 2018.

**POSITION SUMMARY:** The Director of Human Resources is responsible for administering the Selma Housing Authority human resources program. The employee is responsible for overseeing administration of hiring, retention, termination, personnel records, legal compliance, compensation, benefits, and long-term staffing strategies. The employee in this position is accountable for the performance of assigned duties and responsibilities. Employee is expected to make decisions based on applicable policies and procedures of the Authority.

**EDUCATION AND EXPERIENCE:**

A Bachelor's Degree in a related field with 5 -7 years of personnel / benefits administration experience; or any equivalent combination of education, training, and experience which provides the required knowledge and abilities. The Society of Human Resource Management Senior Certified Professional (SHRM-SCP) or Senior Professional in Human Resources Certification (SPHR) preferred.