

JOB DESCRIPTION

**Mainstreet Community Bank of Florida
204 S. Woodland Blvd., DeLand, FL 32720**

POSITION: HUMAN RESOURCE DIRECTOR
FLSA Status: Salary - Exempt

Reports to: This position reports directly to the President

Education/Experience Required:

- Bachelor's Degree in Human Resources, Business Administration, or related field required
- A minimum of five years related experience
- Banking experience preferred

Performance Requirements & Skills:

Positive attitude, respect for supervisor and coworkers; maintains and ensures confidentiality; Exceptional communications skills in both oral and written form; exceptional organizational skills; strong problem solving and analytical skills, ability to work as a team with other staff members; ability to accept and follow instructions; ability to multi-task; cooperation; flexibility; adherence to security procedures; compliance with rules and regulations; ability to meet deadlines when assigned by supervisor; operates personal computer, along with effective use of various computer applications such as word processing, spreadsheets and Bank related software; must possess good telephone and verbal skills.

Occasional travel may be required for training or other business-related issues.

Supervisory Responsibilities:

- Recruits, interviews, hires, and organizes training of new staff
- Oversees the daily workflow of the department
- Provides constructive and timely performance evaluations of direct reports
- Handles discipline and termination of employees in accordance with company policy

Other Duties/Responsibilities:

- Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.

- Collaborates with senior management to understand the organization's goals and strategy related to staffing, recruiting and retention
- Administers Personnel Policies and maintains the Human Resources Policy Manual and recommends changes
- Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Prepares, recommends and maintains records and procedures for controlling personnel transactions and reporting personnel data
- Coordinates the writing of Job Descriptions
- Directs Payroll Processing
- Responsible for enrollment and open enrollment meetings
- Prepares Performance Review forms and directs the distribution of the forms to supervisory personnel to ensure proper & timely completion
- Processes all new employees and plans and coordinates new employee orientation
- Provides public information such as verifying employment
- Responsible for communication of benefits information to employees
- Advises management of any employee relations issues
- Attends Learning Seminars annually
- Demonstrates compliance with customer rights to confidentiality and Privacy and maintains an environment of security and trust.
- Perform other duties as assigned by senior management

COMPLIANCE

All associates have a responsibility to understand the Bank's BSA/AML Program, the procedures outlined in it, and to follow the Program and procedures in carrying out their duties. When an associate has supervisory responsibilities, he or she will make certain that his/her staff understands the responsibilities to comply with applicable regulatory issues and internal programs, policies and procedures. Any associate that fails to adhere to the BSA/AML Program or commits other violations of the Code of Conduct may be subject to disciplinary action up to and including termination.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit, stand, use hands to finger, handle or feel, reach with hands and arms, and talk or hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. This is an onsite position.

NOTICE

- ✓ This position description in no way states or implies that these are the only tasks to be performed by the employee occupying this position. The employee will be required to follow any other instructions and to perform any other job-related duties.
- ✓ Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform in this position successfully, the employee will possess the abilities and aptitudes to perform each task proficiently.
- ✓ Ability means to possess and apply both knowledge and skill.
- ✓ This position description has excluded the marginal or peripheral functions that are incidental to the performance of primary functions. All requirements are essential to the function of the position.
- ✓ This position description describes the minimum selection requirements to qualify for the position. However, promotion and other employment decisions are also based on Bank needs, being in good standing, fully competent performance, and other non-discriminatory issues.
- ✓ All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- ✓ Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
- ✓ This position description does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

This job description does not list all of the functions of the job. Management often assigns additional duties. This job description may be revised at any time.