



Human Resources Office

Director of Human Resources **Salary: \$75,000-\$95,000**

Clinton Community College is an integral part of its North Country region, providing open-access higher education to students for nearly six decades. A member of the comprehensive State University of New York system, the College fosters a workplace based on a strong climate of mutual respect and inclusiveness, recognizing that learning experiences will be broader, richer, and more meaningful for all members of our community. Located in the Adirondack Coast of New York, the College location in Plattsburgh is a wonderful place to live and work.

As a member of the President's Cabinet, the Director of Human Resources offers advice and counsel on the human resources implications of institutional decisions. The individual in this role manages and administers policies and programs that cover professional development/training, health and welfare benefits, compensation, employee and labor relations, and recruitment and employment (including performance management and evaluations) in support of achieving the College's strategic goals and plans.

Responsibilities:

- Develops, implements, and manages effective staffing plans, strategies, and programs, utilizing external and internal resources as appropriate, to identify quality candidates for hire and promotion for all levels of positions within the organization.
- Administers collective bargaining agreements and handles all labor relations issues, including grievances, on behalf of the college; administers compensation programs for all college staff according to contractual agreements and college policy.
- Effectively addresses employee relations concerns by establishing and maintaining credibility throughout the organization with management, faculty, and staff to be an effective listener and problem solver when personnel issues occur.
- Investigates and works to resolve Title IX, ADA, discrimination, and harassment complaints involving staff and faculty.
- Provides guidance for all searches for new employees in cooperation with senior leadership and department leaders.
- Develops, implements, updates, manages, and communicates HR policies, procedures, and directives; maintains knowledge of current trends in the HR field, within higher education in particular.



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- In collaboration with the College's Professional Development Committee, develops approaches to identify and assess departmental and college-wide professional development needs and to identify and implement activities and programs to address identified areas of need.
- Maintains up-to-date and approved job descriptions for all College positions.
- Works with College management to support employee success, address and rectify performance concerns.
- Participates in short and long-range planning as it affects personnel and recommends organization designs to facilitate achievement of objectives.
- Provides support to and assists Human Resources Associate as needed.
- Chairs/participates in assigned and ad hoc committees.
- Develops, administers, and manages the HR goals and budget.
- Develops processes and systems to ensure compliance with federal, state, and local laws, statutes, and regulations,
- Acts as College liaison with County, SUNY, and State on personnel matters.
- Performs other duties as assigned by the President of the College.

Minimum Qualifications:

Requirements: Prior work in Human Resource administration, prior work in a collective bargaining environment with experience in a college or university setting preferred; Bachelor's degree required.

Knowledge, Skills, and Abilities:

- In-depth and up-to-date knowledge of human resource practice, procedures, and employment law, in addition to union contract administration and negotiations
- Knowledge of and skill in the design and delivery of training programs and presentations
- Strong verbal, quantitative and interpersonal skills to effectively deal with complex management problems and communicate with employees at all levels inside and outside the college.

To apply:

The search will remain open until filled. Please send a letter of application, resume, and an application available here: [Microsoft Word - Professional Application 2017 \(clinton.edu\)](#)

Please email your application materials to:

hr.recruiting@clinton.edu

Clinton Community College
136 Clinton Point Drive,
Plattsburgh, New York, 12901



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Clinton Community College, a member of the State University of New York System, is an Equal Opportunity/ Affirmative Action employer and complies with ADA requirements. Consistent with the Americans with Disabilities Act, applicants needing reasonable accommodations during the employment process should advise HR as necessary