



VACANCY ANNOUNCEMENT

Operations Director, Talent Management

Talent Management Group/Center for Business Services

OPEN DATE: January 14, 2020

CLOSE DATE: Open Until Filled

POSITION SUMMARY:

The Atlanta Regional Commission, one of the most respected regional planning agencies in the country, is looking for an innovative strategic thinker who can lead our Talent Management (TM) Group forward. As a member of the management team at the Atlanta Regional Commission, you have an opportunity to be a part of shaping the Atlanta region of the future. For nearly 70 years, ARC and its predecessor agencies have helped to focus the region's leadership, attention and resources on issues critical to the region's success, including growth and development, transportation, water resources, services for older adults and workforce solutions. It does so through professional planning initiatives, the provision of objective information and collaborative partnerships.

The Director of Talent Management will provide leadership and oversee strategic direction for a full range of talent management programs and initiatives, including talent acquisition, compensation and classification, benefits, pension administration, performance management, leadership and professional development, policy development, legal compliance, and employee relations. This individual will align talent management strategy with agency initiatives and work as a strategic partner supporting ARC's mission through innovation, collaboration, open communication and effective solutions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages daily operations which includes leading the development, integration and implementation of talent management programs and initiatives necessary to support agency goals and desired outcomes, which includes talent acquisition, compensation and classification, benefits, performance management, leadership and professional development, policy development, legal compliance, and employee relations;
- Partners with the executive leadership team to foster a culture that aligns with the agency's evolution strategy, which encourages innovation, collaboration, creativity, communication, and inclusion;
- Ensures that TM maintains effective business partnerships with all Centers/Groups within ARC;
- Engages and builds relationships with staff at all levels; provides counseling, guidance and assistance regarding talent management policies and programs as well as employee relations issues;
- Drives organizational development and effectiveness within the TM team as well as other agency teams;
- Provides consultation and advice to supervisors and managers concerning workplace issues;

- Manages the supervision of TM staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination and disciplinary recommendations;
- Oversees program budget; monitors expenditures to ensure compliance with budget constraints;
- Performs other duties assigned to support agency goals and objectives.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND COMPETENCIES:

- Knowledge of federal and state laws, regulations and rules applicable to talent management/human resources;
- Knowledge of trends, practices and current thinking in the field of talent management/human resources;
- Innovative thinker and creative problem-solver who can identify key issues in complex situations, evaluate options and initiate strategies for resolution;
- Ability to lead change and help drive cultural transformation;
- Ability to apply extensive skills and knowledge of talent management and related technology to continue streamlining operations and improving organizational effectiveness;
- Ability to establish and maintain positive, collaborative relationships with all levels of staff and strategic partners;
- Forward thinking individual who will inspire talent management staff to think creatively and build on existing innovations while finding new opportunities for improvement;
- Ability to manage competing priorities in a fast-paced, demanding environment;
- Ability to effectively interact and work with public officials and consultants;
- Ability to work well in a team environment and lead teams and committees;
- Ability to respond diplomatically to sensitive, time-sensitive, and critical issues;
- Possess solid organizational and prioritization skills including proven attention to detail;
- Possess strong judgment, discretion, high level of confidentiality, flexibility and integrity;
- Proficiency with Microsoft Office and HRIS software applications;
- Demonstrates outstanding interpersonal skills, is fair and consistent, is highly responsive, and is transparent and approachable by employees.

MINIMUM QUALIFICATIONS (equivalent combination acceptable):

- Master's degree in public or business administration or field directly related to assignment
- Five (5) years of progressively talent management/human resources experience that includes at least four (4) years of management and supervisory experience

PREFERRED QUALIFICATIONS:

- HRIS implementation and/or NEOGOV familiarity
- Senior Professional in Human Resources (SPHR) certification
- Certificate of Achievement in Public Plan Policy (CAPPP certification in Employee Pension and/or Employee Health)

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- Experience in a public sector environment

SPECIAL REQUIREMENTS:

In addition to the detailed examples of responsibilities and abilities contained herein, all employees of the Atlanta Regional Commission are expected to model behavior consistent with the guiding principles outlined in our **Evolution Strategy**. Specifically, incumbents are responsible for demonstrating work habits that are:

1. Interdisciplinary by promoting professional and interpersonal connections and integration across functional disciplines;
2. Holistic by seeking expertise within the team, Group, or Agency to produce his/her work output, and demonstrating a strong understanding of and support for interrelationships between their work and the work of others in the team, Group, or Agency;
3. Actionable by continuously striving to improve his/her capabilities to produce sustainable outcomes, and displaying a strong need for achievement and a high energy level to attain goals;
4. Outcome Based by taking the initiative to meet goals and expectations, and consistently striving to produce tangible results with significant visible impact, and;
5. Targeted toward Ensuring Colleagues' Success by willingly and deliberately providing his/her expertise to others in an effort to build and sustain effective internal and external working relationships, and by modeling behaviors that consistently demonstrate concern for colleagues' success, needs, respect, trust and integrity.

ANNUAL SALARY RANGE: \$104,546 - \$144,047 (no SS deductions except for Medicare portion, approx. 1.45% of salary)

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