# Senior HR Coordinator

**Grade: 7**

**FLSA: Non-Exempt**

**Date: 05/22**

**Job Summary:** Develops, implements, plans, schedules, monitors, and supervises department-specific programs; monitors compliance with relevant regulations, policies, and procedures as they relate to specific projects; performs other duties as assigned.

**Essential Functions:**

1. Develops, implements, plans, schedules, monitors, and supervises department-specific programs;
2. Monitors compliance with regulations, policies, and procedures as they relate to specific programs;
3. Monitors performance of assigned staff relative to the program;
4. Prepares relevant correspondence and reports;
5. Liaisons with local, regional, state, and federal organizations related to the program;
6. Performs fiscal planning and management for the assigned program and monitors grant allocations;
7. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain thorough knowledge of St. Mary’s County Government policies and procedures;
2. Ability to act as a representative of St. Mary’s County Government to the public;
3. Expert knowledge of department practices and procedures and of the practices, procedures, and concepts of the assigned programs;
4. Knowledge of relevant Federal, State, and Local regulations relative to the operations of specific projects and programs;
5. Ability to effectively communicate with other staff members;
6. Ability to effectively monitor staff performance;
7. Ability to develop, implement, prioritize, and coordinate program-related activities;
8. Ability to use available resources to research information;
9. Ability to prepare and maintain accurate records;
10. Ability to operate relevant computer systems, including hardware and software.

**Education and Experience:**

1. Bachelor’s degree;
2. Three years or more of related experience;
3. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires light physical effort in the handling of light materials or boxes and tools or equipment in non-strenuous work positions up to 30 pounds and/or continual standing or walking of 60%/+ of the time.

Work environment involves everyday risks or discomforts, which require normal safety precautions typical of such places as offices, meetings and training rooms.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date