



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia MO 65203

Office: (573) 443-2556 ♦ Fax: (573) 443-0051 ♦ TTY: (800) 735-2966 ♦ www.ColumbiaHA.com

Position Title: Director of Human Resources

Department/Division: Administration

Posting: Open to Internal and External Applicants

Salary Range:

Annual: \$58,240 - \$90,000

Monthly: \$4,853.33 - \$7,500

Weekly: \$1,120 - \$1,730.80

Hourly: \$28.00 - \$43.27

Starting Salary: Competitive, based on experience, plus a comprehensive benefits package.

Application Deadline: Open Until Filled

Start Date: Negotiable

Reports To: Chief Executive Officer (CEO)

Position Summary:

The Director of Human Resources is a key leadership position responsible for overseeing CHA's human resources functions, including staffing, payroll, employee benefits, and support services. Under the direction of the Chief Executive Officer (CEO), this role provides strategic direction, leadership, and management of human resources policies, programs, and operations. The Director ensures compliance with federal and state laws, fosters an inclusive and productive work environment, and supports the development and retention of a high-performing workforce.

This position requires strong organizational, supervisory, and interpersonal skills, the ability to maintain confidentiality, and the capacity to manage multiple complex tasks independently.

Key Responsibilities:

Payroll & Benefits Administration:

- Process payroll bi-weekly for CHA and CHALIS using payroll software.
 - Administer employee benefits, handle enrollment, changes, issue resolution, and respond to benefit-related inquiries.
 - Coordinate retirement plan meetings with representatives twice annually.
 - Assist with disability coverage requests and disbursement forms.
 - Manage worker's compensation and unemployment claims.
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Employment applications are available at 201 Switzler Street or on the web at www.columbiaha.com

For accommodations related to disability please call 573.443.2556 ext. 1120 or TTY Relay 800.735.2966

The Housing Authority of the City of Columbia, Missouri Is an equal opportunity employer.

Recruitment & Onboarding:

- Coordinate the recruitment process, including job postings, interviews, and candidate selection.
- Review and edit job descriptions, interview materials, and screen applicants to meet minimum qualifications.
- Lead new employee orientation and ensure all required documentation, background checks, and compliance with E-Verify are completed.

Personnel Management:

- Maintain and update employee personnel files, performance evaluation schedules, and monitor compliance with employee records.
- Assist CEO in ensuring adherence to CHA policy, federal, state and local laws in disciplinary actions and terminations.
- Conduct exit interviews and ensure proper return of company assets and COBRA/retirement information for departing employees.

Compliance & Reporting:

- Ensure compliance with ADA, FMLA, INS, EEO, USERRA, HIPAA, COBRA, and FLSA.
- Submit mandatory reports and support the development of policies and practices to maintain compliance.
- Collect wage and benefits data for salary surveys to be presented to the CEO and Board of Commissioners.

Training & Development:

- Collaborate with managers to identify training needs and coordinate professional development opportunities for employees.

Team Leadership & Staff Management:

- Supervise and provide guidance to the IT Systems Administrator.
- Plan, organize, and coordinate staff-wide events, including meetings and other team building activities.

Additional Duties:

- Assist the CEO with various projects and HR-related tasks as needed.
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Required Knowledge, Skills, and Abilities:

- Exceptional written and verbal communication skills.
- Strong interpersonal skills with a focus on customer service and leadership.
- Advanced organizational skills with the ability to manage multiple priorities and deadlines effectively.
- Expertise in human resources management, payroll, benefits administration, and personnel records.

- Knowledge of relevant federal and state employment laws (ADA, FMLA, HIPAA, COBRA, etc.).
 - Proficiency in payroll and HR software, spreadsheets, and office tools.
 - Ability to analyze complex data, prepare reports, and provide strategic recommendations to leadership.
 - Discretion in handling sensitive and confidential information.
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Education and Experience:

Required:

- Bachelor's degree in Human Resource Management, Business Administration, or related field, or 5+ years of experience in HR management, particularly in employee benefits and records administration.
- Proficiency in HR software and Microsoft Office (Word, Excel).
- Professional HR Certification (PHR or SHRM-CP).
- Supervisory experience.

Preferred:

- Advanced HR Certification (SPHR or SHRM-SCP).
 - Master's degree in Human Resources or Business Administration.
 - Experience in a public sector or non-profit environment.
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Special Requirements:

- Valid Missouri driver's license.
- Bondable and insurable.
- Ability to effectively interact with all management levels.
- Willingness to travel overnight for up to 15 days annually for training, conferences, or workshops.
- Ability to obtain and maintain a bank account.
- Ability to pass pre-employment drug screening and background checks.