



*The Broward Center builds community through the arts by delivering quality entertainment, educational opportunities and memorable moments that engage and inspire audiences, nurture collaboration and drive economic vitality.*

The **Director of Human Resources** provides leadership and direction to human resource functions including the development and implementation of HR policies, programs and services encompassing all areas of human resources.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Partner with PACA's management to ensure alignment of human resources initiatives with PACA's strategic plan.
- Collaborate with PACA's management and senior leadership in defining human resource initiatives by having an excellent understanding of PACA's objectives, issues, needs, and key success factors.
- Assist with PACA's legal compliance by remaining current on existing and emerging labor, wage, and benefits laws and regulations, and serve as an advisor regarding government statutes, rules and programs affecting employment and workers compensation (i.e. FLSA, EEO, ADA, OSHA).
- Plan, develop and implement HR programs that attract, motivate, develop and contribute to the retention of PACA's workforce.
- Create professional development plans for all levels of the organization's workforce, including career development and mentoring initiatives.
- Supervise the HR department staff, including, coaching, training, and career development.
- Develop and administer the organization's performance management and appraisal programs.
- Oversee the recruitment and hiring efforts to ensure a diverse, talented and mission-focused workforce.
- Manage and develop the organization's compensation plans to provide motivation, incentive and rewards for effective performance.
- Manage and maintain HR operating budget(s) and other financial measures.
- Explore and implement current employment trends and practices in order to attract new employees and retain existing employees.
- Oversee payroll functions in collaboration with PACA's Controller.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Able to supervise all aspects of a department.
- Excellent interpersonal skills and ability to develop strong and effective working relationships.
- Knowledge of federal, state and local regulations and requirements for compliance and reporting.
- Ability to handle Human Resources matters in confidential, objective and professional manner.
- Maintain regular attendance and punctuality and physical presence for all or the majority of work hours.

### **REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's degree in Business, Human Resources or any equivalent education or experience.
- Minimum 8 years' experience in HR management and administration in complex organizations.
- Minimum 5 years' experience leadership experience.
- Professional in Human Resources and/or Society of Human Resource Managers-Certified Professional certification preferred.
- UltiPro experience desired

Interested candidates should submit their resume to [directorhrsearch@browardcenter.org](mailto:directorhrsearch@browardcenter.org).