



**EMPLOYMENT OPPORTUNITY
SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**

Position Title: Human Resources Manager

Announcement No.: 11-023

THIS ANNOUNCEMENT IS OPEN TO ALL INTERESTED CANDIDATES

DEPARTMENT: HUMAN RESOURCES DEPARTMENT

OPENING DATE: Friday, September 23, 2011

SALARY RANGE: \$68,301 – \$109,221 per annum

CLOSING DATE: Until Filled

DESCRIPTION OF DUTIES: Under the direction of the Executive Director, the purpose of the position is to plan, manage and coordinate activities of the SNRHA Human Resources program; and to provide advice, training and counsel to management and staff. The duties listed below illustrate the various types of work performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position. Incumbent will responsible to manage all human resources program elements. Develop, implement and track innovative staff development programs. Ensure meaningful management facilitation and benchmarks.

MINIMUM REQUIREMENTS: Applicants must show any combination of experience and education defined below which has equipped them with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

Experience: Six (6) years of increasingly responsible human resources experience, including four (4) years of program management responsibility with a minimum of five (5) years supervisory experience; OR an equivalent combination of education, training and experience.

Education: Bachelor’s degree with major course work in human resources management, public administration, or business administration desired.

Certifications: PHR or SPHR certification highly desired.

Licenses: Possession of, or ability to obtain an appropriate valid Nevada Drivers License is required and you must be insurable under SNRHA’s automobile policy.

Pre-Employment Drug Testing: Satisfactory result of a pre-employment drug screening is required.

Background Investigation: Employment is also contingent upon successful completion of a background investigation.

Evaluation and Selection Factor: Applicants who meet the basic qualifications defined above will be further evaluated in relations to the criteria outlined in the job description.

Supplemental Information: This is an -exempt position and is not eligible for participation in the bargaining unit that now represents Southern Nevada Regional Housing Authority Employees. Applicants desiring to view the job description and benefits offered by Southern Nevada Regional Housing Authority may visit our website at www.snrha.org and click on the employment link..

HOW TO APPLY: Applicants must submit (1) A complete up-to-date Housing Authority Employment Application (revised 01/10); (2) Attach an updated Resume with cover letter and provide three (3) professional references; (3) Affirmative Action Questionnaire, attached to the application form (voluntary). Applications and benefits information may be obtained from the Human Resources Department, by calling (702) 922-6806, TDD (702) 387-1898, or visiting our website at www.snrha.org. Completed documents should be delivered or mailed to the Southern Nevada Regional Housing Authority at 5390 E. Flamingo Road, Las Vegas, Nevada 89122 or emailed to msee@snvrha.org.

Submission of the Application for Employment is MANDATORY. Materials must be complete to be properly evaluated. Failure to satisfactorily demonstrate that you fully meet the employment requirement will result in disqualification. Additional information will not be accepted after the closing date. Only the most qualified applicants will be invited to participate in the oral examination.

Applications become the property of the Housing Authority and will not be copied or returned.

Notice To Disabled Applicants: Testing arrangements to accommodate impairments of disabled persons may be made by contacting the Human Resources Department.

ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION BASED UPON MERIT AND POTENTIAL WITHOUT DISCRIMINATION BECAUSE OF RACE, COLOR, SEX, RELIGION, AGE, NATIONAL ORIGIN, DISABILITY OR GENETICS. AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.