



## HUMAN RESOURCES MANAGER

### About Park Management Company

Park Management Company is a nonprofit 501(c)(3) organization managing the Scissortail Park Foundation and Myriad Botanical Gardens Foundation.

The Myriad Botanical Gardens is a 17-acre botanical garden and interactive urban park located in downtown Oklahoma City. The Gardens include the Crystal Bridge Tropical Plant Conservatory and Visitor Center along with ornamental gardens, a Great Lawn, water features, a children's garden, a lake with terraced gardens and a seasonal ice rink and carousel. The Gardens also offer year-round educational, cultural and wellness programs for all ages.

The 70-acre Scissortail Park links the heart of the city to the Oklahoma River, part of the city's "Core to Shore" master downtown development plan. The new Upper Park, located just a block south of Myriad Botanical Gardens features extensive gardens, a Great Lawn and outdoor performance venue, a lake and boathouse, a café, children's play areas, dog park, a civic scaled interactive fountain, and multiple walking/jogging paths.

### Summary

The Human Resource Manager is directly responsible for providing consultation to management on strategic staffing plans, compensation, benefits, training and development, budget, payroll, and labor relations.

### Essential Duties and Responsibilities

- Manages talent acquisition process, including sourcing, testing, interviewing, hiring and onboarding.
- Keeps job descriptions up-to-date, accurate and compliant with relevant federal, state and local laws.
- Communicate with employees about compensation, benefits and other facets of their employment.
- Develops training and performance management program that ensures all employees are familiar with their job responsibilities.
- Create and implement employee relations policies to help increase employees' job satisfaction.
- Reviews and makes recommendations to executive management for improvement of the organization's policies, procedures and practices on personnel matters.
- Communicates changes in the organization's personnel policies and procedures.
- Creates and updates compensation strategy through market analysis and pay surveys.

- Maintains timekeeping records and processes biweekly payroll for exempt and non-exempt employees.
- Works directly with department managers to assist them in carrying out their responsibilities concerning personnel matters.
- Respond to questions or complaints from employees in a timely fashion.
- Handles investigation and resolution of employee issues, concerns and conflicts.
- Consults with legal counsel as appropriate, or as directed by the Chief Financial Officer or Chief Executive Officer, on personnel matters.
- Ensures all employment practices comply with federal, state and local regulations.
- Coordinates or conducts exit interviews to determine reasons behind separations.
- Participates on committees and special projects.

### **Supervisory Responsibilities**

Human Resources Coordinator

### **Education and/or Experience**

Bachelor's degree and minimum of 5 years' related experience or training, or equivalent combination of education and experience.

### **Computer Equipment and Software Requirements**

- Must have good MS Office skills.
- Experience in use of standard office equipment.

### **Certificates, Licenses, Registrations**

SHRM Senior Certified Professional (SHRM-SCP), SHRM Certified Professional (SHRM-CP), Global Professional in Human Resources (GPHR), Senior Professional in Human Resources (SPHR), or Professional in Human Resources (PHR) credential preferred.

### **Skills and Abilities Required**

- Strong understanding of the interviewing process, benefits administration, payroll and other HR functions.
- Excellent communication, leadership and planning skills.
- Understanding of HR best practices and current regulations.
- Sound judgment and problem-solving skills.
- Customer-focused attitude, with high level of professionalism and discretion.

### **Additional Job Requirements**

Clearance of background check.

### **Work Environment**

The employee will work in an office environment. Some locations visited during the course of executing job duties may not be wheelchair accessible; some time may be spent outside.

### **Physical Requirements**

- Must be able to sit for extended periods.

- Must be able to bend, stoop and lift on occasions.
- Must be able to climb stairs.
- Must be able to walk from office building to Garden and/or Scissortail Park facility.

**Benefits**

This full time, exempt position is eligible for health, dental, life insurance, vision, short-term and long-term disability, voluntary life, accident coverage, critical illness coverage, retirement plan, paid time off, and paid holidays.

**To Apply**

Please email resume to [Careers@myriadgardens.org](mailto:Careers@myriadgardens.org). You will be contacted only if considered for an initial phone or in-person interview.

**Equal Opportunity Employer (EOE)**

Employer does not discriminate against any employee or job applicant because of race, color, religion, national origin, sex, physical or mental disability, or age.