

# **MCMINNVILLE ELECTRIC SYSTEM**

## **- An Equal Opportunity Employer - JOB VACANCY ANNOUNCEMENT**

### **Manager, Human Resources and Administrative Services**

**QUALIFICATION REQUIREMENTS:** (Applicants must meet the minimum requirements for the position by closing date of this vacancy announcement)

**POSITION:** Manager of Human Resources & Administrative Services  
**REPORTS TO:** General Manager, CEO  
**DEPARTMENT:** Human Resources  
**DIRECTS:** Housekeeper  
**EFFECTIVE:** January 1, 2025

#### **PURPOSE OF POSITION:**

The Manager of HR & Administrative Services works under the supervision of the General Manager. This position requires the exercise of independent judgment and initiative, and is responsible for performing confidential and administrative services for the General Manager, and providing services and information for the Board of Public Utilities. Clerical duties may include composing routine letters, developing and working with spreadsheets, data compilation, screening and answering phone calls, and greeting visitors. This position will also be responsible for maintaining and securing all personnel and confidential files, as well as managing all Human Resource job duties as they pertain to McMinnville Electric System.

This position is classified as Exempt for the purpose of the Fair Labor Standards Act and is subject to pre-employment, reasonable suspicion, promotion, return to duty and follow-up drug and alcohol testing. The normal work hours are Monday through Friday, 7:30 am to 4:00 pm, with a 30-minute lunch period. Telephone access is required 24 hours per day.

#### **QUALIFICATIONS:**

##### ***Required:***

- High School Diploma
- Two (2) years of Executive/Administrative Assistant or Human Resource experience
- SHRM Certificate or the ability to obtain within 12 months
- Ability to acquire and maintain a valid Tennessee driver's license
- Ability to work with all employees in the best interest of the utility, and to accept changes in work programs and patterns to keep pace with changing times
- Ability to successfully pass McMinnville Electric System's pre-employment post-offer physical examination and drug screen

***Preferred:***

- Associate or Bachelor's degree with emphasis in Human Resources
- SHRM Certificate

**JOB SPECIFICATIONS:**

**1. Strategic HR Leadership**

- Develop and implement HR strategies aligned with the company's overall business goals
- Serve as a strategic partner to senior leadership, advising on HR best practices and emerging workforce trends
- Design and execute HR programs that drive employee engagement, retention, and high performance

**2. Compensation, Benefits, and Workforce Planning**

- Oversees job postings & application process
- Develop workforce planning strategies to meet the current and future staffing needs
- Design and oversee competitive compensation and benefits programs
- Collaborate with General Manager/CEO to manage salary planning, budgets, and compliance with compensation regulations
- Handles all medical insurance records & benefits

**3. Employee Relations and Conflict Resolution**

- Foster a positive work environment by managing employee relations and resolving workplace conflicts
- Responsible for management of complaints and grievances, ensuring fair and prompt resolution in accordance with company policies and legal requirements
- Act as a mediator between employees and management to resolve disputes as required

**4. Performance Management and Development**

- Implement performance appraisal systems to evaluate employee performance and provide constructive feedback
- Lead efforts in succession planning and leadership development to ensure a strong leadership pipeline
- Coordinate training programs to foster employee growth and professional development

**5. HR Policy Development and Compliance**

- Develop and update HR policies, procedures, and handbooks to ensure compliance with labor laws and regulations
- Ensure company policies are communicated effectively and are compliant with all relevant legal frameworks
- Maintain knowledge of industry trends and employment legislation to ensure ongoing compliance

## **6. Diversity, Equity, and Inclusion (DEI)**

- **Promote and support diversity, equity, and inclusion initiatives within the organization**
- **Work to create a workplace culture that values and supports diversity at all levels**
- **Implement DEI training programs and monitor progress toward DEI goals**

## **7. Administrative Support**

- **Scheduling and organizing meetings, appointments, and events; managing conflicting priorities**
- **Booking flights, accommodations, and transportation; creating detailed travel itineraries**
- **Managing emails, drafting correspondence, and acting as a gatekeeper for communication with the General Manager**
- **Creating reports, presentations, spreadsheets, and other documentation as necessary**
- **Preparing agendas, taking notes or minutes, and following up on action items**

## **8. Operational Coordination**

- **Serving as IT liaison for entire system with contracted services**
- **Handling expense reports, tracking budgets, and ensuring timely reimbursements as directed**
- **Assisting in planning and execution of projects, including tracking milestones & deadlines as directed**

## **9. Interpersonal and Strategic Support**

- **Acting as the point of contact between the executive and municipal key accounts, and must stay current with TVA incentive programs as it pertains to MES customers**
- **Building and maintaining relationships with clients, partners, and colleagues**
- **Managing sensitive information with discretion and professionalism**

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

- **Strong communication & organizational abilities**
- **Time management skills**
- **Flexibility and adaptability**
- **Problem-solving & critical-thinking skills**
- **Sufficient clarity of speech and hearing which permits the employee to communicate well with other employees and the general public**
- **Must have legal authorization to work within the United States of America**
- **Must pass a pre-employment drug/alcohol screen and physical**
- **Must report to work on time and perform the duties of the job for the entire workday**
- **Must be able to establish and maintain an effective working relationship with other employees**

- **Must possess the ability to use good judgment while performing job related tasks**
- **Must be proficient at typing/keyboarding and taking notes**
- **Must be proficient in the use of Microsoft Office**
- **Must be accurate, complete and neat when producing reports**
- **Must be able to use good judgement in anticipating and interpreting General Manager's preferences in handling problems**
- **Must be able to work without close supervision**
- **Must attend meetings, conferences, workshops and training sessions and review publications and audio-visual materials to become and remain current on Human Resource principles, practices, law and new developments**
- **Performs other duties and special projects as assigned**

#### **PHYSICAL DEMANDS:**

*All requirements are subject to possible modification to reasonably accommodate individuals with disabilities (some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees).*

Requires physical ability in lifting up to 15 lbs., reaching, standing, walking, kneeling, talking, hearing, the ability to touch or handle lightly with the fingers, grasping, stooping, and defined repetitive motion. Visual acuity required with administrative machine operations.

#### **WORKING CONDITIONS:**

Requires the flexibility to work during emergency situations; requires flexibility to work irregular hours. Office environment with frequent customer field contact.

#### **WORKING RELATIONSHIPS:**

**Internal:** Two-way communication with General Manager/CEO, to receive direction, instruction, approvals; to provide work related information in a timely manner; with other staff and departmental personnel in serving the needs of MES customers.

**External:** With customers, media reps, community partners and community leaders to demonstrate an awareness that the job exists to effectively serve each and every consumer, and at every opportunity to achieve increased public understanding for support of the system.

#### **HOW TO APPLY:**

Please email resume to [tboren@mesystem.net](mailto:tboren@mesystem.net), or mail to Teresa Boren, 200 W. Morford Street, McMinnville, TN 37110.

**ADDITIONAL INFORMATION TO APPLICANTS:**

All qualified candidates will receive consideration for this position without regard to race, color, religion, sex, age, national origin, handicap, political affiliation, labor organization affiliation, marital status, or other non-merit factors.

Travel expense will be paid by the applicant.

Relocation expenses, if any, **will not** be paid by McMinnville Electric System.