



## JOB POSTING

Date of Notice: July 10, 2010  
Position Title: **Human Resource Director**  
Job Location: Bandon Dunes Golf Resort  
Position Reports To: General Manager  
Application Closing Date: Until Filled  
Send Application To: Human Resources  
Bandon Dunes  
57744 Round Lake Drive  
Bandon, OR 97411  
[jobs@bandondunesgolf.com](mailto:jobs@bandondunesgolf.com)  
Fax: 541-347-5850

### **Position Summary:**

Responsible for the development and implementation of Resort-wide HR strategies, plans and programs, which facilitate Resort growth and maximize competitiveness. Serves as an internal resource for senior management teams in the areas of organizational design, hiring, training, succession planning, performance evaluation, compensation, benefits, productivity analysis, employee morale, employment litigation, legal/regulatory compliance, and safety/risk management.

### **Essential Duties and Responsibilities:**

- Develop and implement HR strategies, plans, and programs to maximize competitiveness.
- Assist in the development of organizational structure, job descriptions, and performance standards.
- Develop a recruiting and hiring program to facilitate the identification, screening, selection and retention of quality personnel. Assist with recruiting and selection of management level staff as needed.
- Working with Corporate Human Resources, develop HR policies and procedures and educate management and administrative staff in appropriate use to ensure effective employee management in compliance with applicable Oregon employment legislation.
- Identify, implement and deliver management and leadership development programs for team building, employee management and motivation.
- Develop a management succession program to identify and prepare key assistants, supervisors and managers for assuming higher-level positions as they become available.
- Develop and manage compensation systems, balancing competitiveness, internal equity and economic realities. Ensure consistency of program applications per Resort guidelines and BOLI and DOL regulations.
- Manage Resort benefit programs. With Corporate Human Resources, evaluate and implement new programs as appropriate.
- Implement effective performance evaluation system for all levels of staff. Monitor program administration to ensure effectiveness, consistency and fairness.
- Provide counsel to management for disciplinary and termination issues. Working with Corporate Human Resources, serve as a primary resource of information on employment legislation. Coordinate litigation case management.
- Recommend, develop and maintain HR information systems (HRIS). Track, analyze and prepare reports on key performance measures, employee turnover, and regulatory agency reporting requirements.
- Develop and administer employee surveys to monitor employee morale, management effectiveness, benefits plans, etc. Assist site management with employee retention strategies.
- As a member of the Resort's Safety Committee, develop and administer the Resort safety program.
- Coordinate periodic employee attitude surveys.
- Maintain knowledge of current and projected industry developments through continuous attention to golf and resort industry periodicals and participation in relevant trade associations and organizations.
- Assure the efficient and timely submission of all required operational, financial, budgetary and related reports.
- Perform other duties as appropriate

**Qualifications:**

- BS / BA degree required. MBA preferred.
- 5+ years applicable human resources experience in a management capacity.
- Demonstrated experience and capability in the areas of budget development, fiscal management, strategic planning, staff management.
- Demonstrated quality written, verbal, and interpersonal communication skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/weekends.
- Positive attitude, professional manner and appearance in all situations.

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