



Lexington Blue Grass Airport

Lexington, Kentucky

**Lexington Blue Grass Airport Invites
Applications for Human Resources Manager**



Executive Search Services Provided by ADK Executive Search



LEXINGTON, KENTUCKY

Lexington, Kentucky is the second-largest city in Kentucky and the 62nd largest in the United States. Known as the "Horse Capital of the World", it is located in the heart of Kentucky's Bluegrass region. Lexington is also home to the University of Kentucky, the state's flagship university.

THE AIRPORT

Blue Grass Airport is owned and operated by the Lexington-Fayette Urban County Airport Board, a 10-member board of directors appointed by the mayor of Lexington and confirmed by the Urban County Council. For each of the past two consecutive years, more than one million passengers have traveled through Blue Grass Airport (LEX) in Lexington, Kentucky.

Today, while there are only four major network airlines remaining, Blue Grass Airport has all four serving the region plus Allegiant's low fare service to four Florida destinations.

Blue Grass Airport provides a multitude of benefits to the economies of Lexington and Kentucky. In 2010, in order to quantify the economic benefits of the airport, the Lexington-Fayette Urban County Airport Board commissioned an economic impact study of Blue Grass Airport and found that 3,478 jobs are positively impacted by the airport with a total of \$104 million in payroll.





JOB DESCRIPTION

Blue Grass Airport is seeking an energetic and strategic human resources professional to help lead change and policy development while balancing the day-to-day tasks of a human resources department. As part of our innovative culture, the Human Resources Manager will enjoy a professional, yet fun, work environment with an emphasis on quality and high performance. Our collaborative setting is fast-paced and ever-changing and one that empowers our 90+ employees to make decisions. As the sole human resource employee, this is the perfect opportunity for an individual to take initiative and formulate policies while helping to build an employee-oriented organization.

This is a responsible position that involves planning, developing and implementing human resources policies, programs and practices. Duties include, but are not limited to, formulating personnel policy and procedure recommendations for the executive director and the airport board human resources committee; conducting research and analysis on human resources trends/developments and making recommendations; investigating employee relations matters; developing and implementing employee training; overseeing benefits plans; conducting salary surveys and compensation analysis; conducting the recruitment and hiring process; assisting with the payroll function.

POSITION RESPONSIBILITIES

The responsibilities of this position include, but are not limited to the following:

- Plans, organizes and controls all activities of the human resources office; participates in developing the human resources budget, goals, objectives and systems
- Develops, recommends and administers various human resources plans and policies for all airport personnel; prepares and maintains personnel handbook
- Creates and conducts training and professional development activities in the areas of supervisory training, general employee training and workplace safety
- Implements and annually updates compensation program; conducts job analysis and revises job descriptions as necessary; conducts annual salary surveys, analyzes compensation and monitors performance evaluation program and revises, as necessary
- Investigates employee relations complaints and makes recommendations on final actions; consults with senior management on individual human resources matters and staffing issues
- Conducts recruitment effort for all exempt and non-exempt personnel, interns and temporary employees; monitors career development program, employee relations counseling, outplacement counseling and the exit interview process; writes and places advertisements for all open positions
- Handles all administrative functions of the department including employee communications, benefits administration, design of personnel forms, maintenance of personnel records and updates to airport organizational charts; serves as EEO specialist
- Participates in administrative staff and airport board meetings; attends external industry meetings and seminars to remain current in human resource matters such as employment law, benefits administration, etc.
- Monitors unemployment claims and assists departments with appeals
- Monitors workers' compensation claims and coordinates work between employee and insurance carrier; coordinates risk management program and safety programs



THE SUCCESSFUL CANDIDATE WILL:

- Demonstrate project management and process improvement skills
- Have the ability to gather and analyze human resource data and make recommendations to senior management and the airport board
- Demonstrate experience in assessing, developing and implementing training programs for all levels of employee groups
- Have a thorough knowledge of federal, state and local law as it pertains to employment, benefits and labor relations; knowledge of compensation design

- Be skilled in diplomatically and thoroughly conducting employee investigations
- Possess the ability to represent the airport well and professionally interact with others
- Be able to work independently and utilize good organizational and decision-making skills
- Have experience using various personality assessment tools
- Exhibit excellent business writing skills and have strong computer skills in Microsoft Office (Word, Excel, Access, Outlook and PowerPoint) or other applicable computer programs (i.e. PerformancePro). Experience with social media sourcing desired.

JOB REQUIREMENTS — Position requires a Bachelor's degree in personnel management, public administration or related field, plus 5-10 years of human resources generalist experience or the equivalent combination of education and experience that provides the required knowledge, skills and abilities. A strong knowledge of employment and labor laws and experience with employee relations is required. PHR or SPHR certification is preferred. Individual must be able to communicate effectively.

SALARY & BENEFITS — The estimated starting salary range for the Human Resources Manager is approximately \$70,000-\$80,000 with an excellent benefit package including:



- Medical, dental and vision insurance
- Vacation, sick and personal days
- Potential for flex-time schedule
- Defined contribution retirement plan with employer match
- Optional Deferred Compensation Plan
- Life insurance coverage
- Flexible spending accounts/health spending accounts
- Tuition reimbursement program

HOW TO APPLY

A. Please submit, in PDF format, a cover letter and resume to ADK Executive Search at: LEX@adkexecutivesearch.com. Please include your technology experience and software proficiency.

B. Please complete the online ADK employment application form at: [ADK Application Form](#) (this is a secure link).



Filing Deadline: Thursday, January 16, 2014
Only complete electronic submissions will be considered.

Email Questions to: Annell Kuelpman at LEX@adkexecutivesearch.com.

Blue Grass Airport is an Equal Opportunity Employer.