Vacancy Announcement #73-19
Senior Director, Human Capital

SALARY: NEGOTIABLE
DC Residents Preferred

EVENTS DC

Engage, Excite, Entertain.

Events DC is the face of conventions, sports, entertainment and cultural events within our nation’s capital. As the official convention and sports authority for the District of Columbia, Events DC leverages the beauty, history and diversity of the most powerful city in the world to attract and promote an extensive variety of events, resulting in amazing experiences for residents and visitors alike, and generating economic and community benefits for the city.

Our success comes by focusing on divisions that reflect three lines of business: Conventions and Meetings, Sports and Entertainment, and Special Events, where we make a range of strategic investments in the region’s marquee sports, entertainment and cultural properties. Each division is driven by the desire to bring stellar events to Washington, DC by providing superior customer service to our clients and visitors.

SUMMARY DESCRIPTION
The Senior Director, Human Capital develops and directs a comprehensive human capital program in collaboration with the Chief Administrative Officer. In collaboration with the Administrative Services and Performance Excellence Division (“ASPED”) develops policies and provides services in the areas of talent acquisition, merit selection, employee relations, equal opportunity and compliance, employee benefits and personnel records maintenance. Serves as a strategic partner with management to design, develop, and implement HR systems and practices to support organization’s mission. Reports to the Chief Administrative Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment.

EXAMPLES OF WORK ASSIGNED
- Selects, supervises, counsels and evaluates subordinate staff, providing incentives, rewards and discipline, as necessary.
- Plans, develops, organizes, manages and controls the functions of the Human Resources Department.
- Serves as a strategic partner with Events DC management to identify and implement human resource practices that make organization mission and strategy happen.
- In collaboration with ASPED, plans, develops and recommends new or revised human resources policies and programs to meet Events DC operating needs and those of its employees.
- Ensures compliance with Events DC policies and District of Columbia and Federal statutes related to human
• Administers recruitment and merit selection processes to ensure a highly qualified and diverse workforce.
• Oversight of HRIS systems.
• Responsible for creation of human capital dashboards, metrics and analytics.
• Develops and maintains equitable and competitive fringe benefits.
• Establishes and maintains personnel records.
• Performs other related duties as assigned by the Chief Administrative Officer.

SKILLS, KNOWLEDGE AND ABILITIES
• Expert knowledge of the principles, practices, trends and developments in the field of human resources management.
• Familiarity with various HRIS Systems
• Superior interpersonal abilities. Ability to work with diverse personalities, and be tactful, mature, and flexible.
• Ability to work with limited supervision and set priorities to meet deadlines.
• Ability to supervise and train a subordinate staff.
• Ability to establish credibility and be decisive.
• Ability to communicate effectively, both orally and in writing.
• Proficiency with Microsoft Office Suite.

ADA ESSENTIAL FUNCTIONS
• This job operates in a professional office setting. This role uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines to perform day to day duties and activities.
• The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
• While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

MINIMUM QUALIFICATIONS
• Master’s Degree in Human Resources Management, Business or Public Administration or related field;
• Ten years of responsible experience in HR, in either private, public, non-profit or government sector;
• Intermediate to expert knowledge of employee benefits.
• Five (5) years of successful supervisory/managerial HR experience

DESIRABLE QUALIFICATIONS
• Knowledge of HRIS implementation(s)
• Professional certification in Human Resources Management.

REQUIREMENT
• All positions require candidates to successfully complete our background screening process.

In an effort to protect our environment from paper waste all candidates must apply on-line on our website: http://careers.wcsa.com/employment/application.aspx

Computers are available in the Labor and Contractor Office (Access Control) at 1116 7th Street NW
Monday – Tuesday and Friday – 7:00 a.m. – 11a.m.
Wednesday and Thursday – 8:30 a.m. – 3:00 p.m.

Washington Convention & Sports Authority T/A Events DC
Human Resources Department
801 Mount Vernon Place, NW
Washington, DC 20001

All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.