

ORDINANCE NO. 2026-____

CITY OF TONTITOWN, WASHINGTON COUNTY, ARKANSAS

AN ORDINANCE ESTABLISHING THE POSITION OF DIRECTOR OF HUMAN RESOURCES WITHIN CITY GOVERNMENT; ADOPTING A JOB DESCRIPTION FOR THE POSITION, ATTACHED AS EXHIBIT A; AND FOR OTHER PURPOSES

WHEREAS, the City of Tontitown administers personnel-management functions for all City departments, including recruitment, onboarding, benefits, training, employee relations, workplace compliance, job descriptions, classification review, and risk-management activities; and

WHEREAS, these functions have been administered without a single department head position responsible for their unified, consistent administration across City departments; and

WHEREAS, the City Council finds that establishing the position of Director of Human Resources, as a department head reporting directly to the Mayor, will provide for the consistent administration of duly adopted personnel policies and authorized employment practices Citywide; and

WHEREAS, the City Council desires to adopt a written job description setting forth the purpose, essential duties, minimum and preferred qualifications, professional-development requirements, and limitations of authority of the position, attached hereto as Exhibit A and incorporated herein by reference;

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Tontitown, Arkansas:

Section 1. Establishment of Position.

(A) There is hereby established within City government the position of Director of Human Resources (“Director”). The Director shall be a department head of the City, appointed by and serving at the pleasure of the Mayor, subject to any applicable provisions of the Tontitown Municipal Code and Arkansas law governing the appointment and removal of department heads.

(B) The Director shall report directly to the Mayor and shall administer duly adopted personnel policies and authorized employment practices on behalf of the City. The Director may not independently create or abolish positions, establish or change compensation or benefits, amend or waive Council-adopted personnel policies, appropriate funds, execute contracts binding the City, hire or remove another department head, or exercise duties assigned by law to an elected municipal official.

Section 2. Adoption of Job Description.

The job description for the Director of Human Resources, attached hereto as Exhibit A and incorporated herein by reference, is hereby adopted and shall govern the position’s purpose, essential duties, minimum and preferred qualifications, knowledge, skills, abilities, and limitations of authority. The Mayor may revise nonmaterial administrative details of Exhibit A consistent with this Ordinance; provided, that any material change to the Director’s authority, reporting relationship, or essential duties shall require approval through the process required by applicable law and City ordinance.

Section 3. Professional Development Requirement.

(A) If the individual appointed as Director does not possess a recognized professional human-resources credential (including, without limitation, SHRM-CP, SHRM-SCP, PHR, or SPHR, or an equivalent credential recognized by the Mayor), the Director shall, within ninety (90) days of appointment, prepare and submit to the Mayor a written professional-development plan identifying the steps, timeline, and estimated cost for the Director to obtain an appropriate professional human-resources credential.

(B) The Director shall thereafter make reasonable, documented progress toward obtaining such a credential, subject to the Director's continued eligibility for the position and the availability of budgetary appropriation for any associated training, examination, or certification costs.

(C) Failure to timely prepare a development plan or make reasonable progress as required by this Section may be addressed through the City's personnel policies and does not, by itself, alter the Director's appointment, reporting relationship, or at-will status.

Section 4. Codification.

Upon adoption, the provisions of this Ordinance establishing the position of Director of Human Resources shall be incorporated into the Tontitown Municipal Code, and the codifier is authorized to assign an appropriate chapter and section number, renumber or redesignate sections, and make such non-substantive formatting changes as are necessary to accomplish codification.

Section 5. Repealer.

All ordinances and parts of ordinances in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 6. Severability.

If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

Section 7. Effective Date.

This Ordinance shall take effect and be in force from and after its passage, approval, and publication as required by law.

PASSED AND APPROVED on this _____ day of _____,
2026.

APPROVED:

Angela Russell, Mayor

ATTEST:

Rhonda Ardemagni, City Clerk-Treasurer
(SEAL)

SPONSORSHIP AND LEGISLATIVE HISTORY

Sponsor (Initiated By): _____

Motion to Introduce Made By: _____

Seconded By: _____

Adopted / Passed: _____

Vote: Ayes ____ Nays ____ Abstain ____ Absent ____

This requirement is in addition to, and does not supersede, any authentication, attestations, or signature requirements imposed by state law or other provisions of the Tontitown Municipal Code.

EXHIBIT A
CITY OF TONTITOWN, ARKANSAS
DIRECTOR OF HUMAN RESOURCES — POSITION DESCRIPTION

POSITION SUMMARY

The Director of Human Resources serves as the municipal department head responsible for administering and coordinating the City's personnel-management functions. The Director reports directly to the Mayor and assists the Mayor, the City Council, department heads, and employees in the consistent implementation of duly adopted personnel policies and authorized employment practices.

The Director maintains personnel records in accordance with applicable retention, disclosure, and confidentiality requirements; coordinates recruitment, onboarding, benefits, training, employee relations, workplace compliance, job descriptions, classification review, risk-management activities, and personnel-related budget information; and provides professional recommendations concerning municipal staffing and employment practices.

The Director administers policies but does not independently create positions, establish compensation, amend Council-adopted policies, appropriate funds, or exercise duties assigned by law to an elected municipal official.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Administers the City's duly adopted personnel policies and procedures consistently across departments.
2. Coordinates authorized job postings, recruitment, applicant review, interviews, reference checks, selection documentation, onboarding, and separation procedures.
3. Verifies that proposed hires satisfy the minimum qualifications established for the authorized position.
4. Maintains official job descriptions, classifications, qualification standards, and organizational reporting records.
5. Reviews proposed personnel actions for consistency with adopted policies, authorized positions, and approved appropriations.
6. Maintains personnel and employment records securely and in accordance with applicable retention, disclosure, and confidentiality requirements; maintains employee medical information in separate confidential files as required by law.
7. Coordinates benefit enrollment, leave administration, workers' compensation, unemployment claims, workplace incident reporting, and return-to-work procedures.
8. Provides procedural guidance concerning evaluations, grievances, counseling, investigations, corrective action, discipline, and employee complaints.
9. Coordinates administrative compliance efforts involving wage-and-hour requirements, equal employment opportunity, the interactive process for disability accommodations, protected

leave, military leave, workplace safety, employment verification, and related employment requirements.

10. Coordinates employee orientation, supervisory training, policy training, safety training, required certifications, and professional development.
11. Assists in preparing the annual personnel budget, staffing projections, compensation reviews, benefit estimates, and workforce reports.
12. Provides timely personnel reports and recommendations to the Mayor and City Council.
13. Coordinates with the Clerk-Treasurer and accounting or payroll personnel so authorized personnel actions are accurately documented and transmitted for payroll and financial reporting.
14. Promptly consults with the city attorney, as appropriate, regarding significant employment-law, disciplinary, investigation, public records, or litigation matters and assists in preserving applicable privileges and litigation holds.
15. Assists with insurance renewals, claims administration, risk management, safety initiatives, and loss-prevention programs.
16. Maintains documentation required for audits, legislative review, insurance review, and regulatory compliance.
17. Performs other related duties lawfully assigned by the Mayor that do not conflict with law, ordinance, policy, appropriation, or the duties of another official.

LIMITATIONS OF AUTHORITY

Unless specifically authorized by law, ordinance, duly adopted policy, appropriation, or lawful Council action, the Director may not independently create or abolish positions; change titles, classifications, compensation, benefits, or reporting relationships; authorize unappropriated expenditures; execute contracts binding the City; amend or waive Council-adopted personnel policies; hire or remove another department head; exercise statutory authority assigned to an elected official; or provide legal advice on behalf of the City.

MINIMUM QUALIFICATIONS

1. High school diploma or equivalent.
2. At least five years of progressively responsible experience in human resources, personnel administration, benefits administration, payroll coordination, public administration, business administration, employee supervision, or a substantially related field.
3. Demonstrated ability to maintain confidential records and administer written policies.
4. Working knowledge of applicable federal, state, and local employment requirements and sound public-sector employment practices.
5. Effective written, verbal, organizational, analytical, and interpersonal skills.
6. Proficiency with standard office, recordkeeping, reporting, and human-resources technology.

PREFERRED QUALIFICATIONS

1. Associate's or bachelor's degree in human resources, business administration, public administration, management, accounting, or a related field.
2. Municipal-government or other public-sector employment experience.
3. Supervisory or department-level administrative experience.
4. SHRM-CP, SHRM-SCP, PHR, SPHR, or an equivalent recognized professional credential.

PROFESSIONAL DEVELOPMENT

An appointed Director who does not possess a recognized professional human-resources credential shall comply with the professional-development requirements established by the ordinance creating the position, including preparation of a written development plan and reasonable progress toward an appropriate credential, subject to budgetary appropriation and continued eligibility.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Interpret and consistently administer written policies.
2. Maintain confidentiality and exercise sound professional judgment.
3. Organize and preserve complete administrative records.
4. Communicate effectively with employees, supervisors, elected officials, attorneys, auditors, insurers, vendors, and the public.
5. Recognize matters requiring legal, financial, mayoral, or City Council review.
6. Prepare clear written reports, recommendations, and supporting documentation.
7. Manage competing deadlines and sensitive workplace matters.
8. Perform duties impartially and without retaliation, favoritism, or unlawful discrimination.

PHYSICAL AND WORKING CONDITIONS

The position generally requires office-based work, prolonged computer use, attendance at meetings, communication with employees and members of the public, and occasional travel for training or official business. Reasonable accommodations shall be considered and provided as required by applicable law.

DISCLAIMER

This position description describes the general nature and level of work expected. It does not constitute an employment contract or an exhaustive list of every duty. Duties may be adjusted consistently with applicable law, ordinance, policy, appropriation, and the essential character of the position.

POSITION DESCRIPTION REVIEW AND APPROVAL

This page is provided for review and adoption tracking. Signature does not create an employment contract or alter the appointment and removal authority established by Arkansas law and municipal ordinance.

MAYOR REVIEW

Name / Signature

Date: _____

CITY ATTORNEY REVIEW

Name / Signature

Date: _____

CITY COUNCIL APPROVAL / ORDINANCE REFERENCE

Name / Signature

Date: _____

Exhibit A – Director of Human Resources Position Description