

The Naples Airport Authority Invites Applications For Director of Human Resources

The Naples Airport Authority seeks a Director of Human Resources. This position is responsible for guiding use of the employer brand “APFCARES about you, your family and future” by ensuring inclusion both internally and externally. The Director is the Authority’s in-house expert on human resources laws, policies and procedures and is responsible for interpreting and explaining those policies and laws to employees and management. An important responsibility of this position is assisting management in fostering an environment that supports the Authority’s culture which is driven by the Purpose, Vision and Values. The HR department, along with the executive team promote an environment and culture that prioritizes the well-being of employees and their growth and professional development. The Director maintains the Authority’s compensation and classification plan and makes recommendations for adjustments considering market and best practices. The Director oversees the recruitment process for exempt, non-exempt and temporary employees, as well as interns. The Director also provides guidance and advice to supervisors, managers, and Authority leadership on evaluating employee performance and personnel actions on terminations, promotions and disciplinary actions. The Director works to develop professional development and training programs in support of organizational goal number four: “Equip employees to excel today and in the future.” This position is responsible for the Authority’s benefits programs including health benefits/insurances and retirement. The Director manages special leave programs such as FMLA, STD, LTD, leave without pay and administrative leave.

The Director is responsible for all departmental administrative activities including employee communications, design of personnel forms, maintenance of employee records, organization charts, preparing and managing the department’s annual budget and updating the employee handbook.

The Ideal Candidate

The Human Resources Director will have a 4-year degree in Human Resource, Personnel, Business Management, or Communications from an accredited college or university, certification by the Society for Human Resource Management and six (6) or more years progressively responsible experience in human resources. The successful candidate will have a strong knowledge of Federal employment and labor law and demonstrated experience in employee relations. The ability to obtain a Florida driver’s license within 30 days of employment. The Director must have excellent communication (orally and in writing) and customer service skills and a proven record of managing organizational change, working with multi-disciplinary teams and strong use of independent judgment. Although there is no union or collective bargaining agreements in place, he or she must have demonstrated skills in negotiating and advocating.

Salary & Benefits

The salary for this position is \$120,000 to \$155,000, for highly qualified candidates, and is accompanied by an attractive benefits package including a financial incentive program and relocation assistance. For instructions on how to apply, please [click here](#) to see the recruitment brochure, or visit the searches tab at www.adkexecutivesearch.com.

Filing Deadline: August 7, 2022