

Assistant Director Human Resource Department

\$68,164 or higher DOQ + [Full-Time County Benefits](#)

Are you an experienced HR Leader, with strength in Classification/Compensation and HRIS systems? We have an opportunity for you to use your skills to make your community a great place to live, work and play! James City County Human Resource Department seeks an individual to perform high level work assisting the Director of the Human Resource Department plan, organize, direct, and coordinate the County's comprehensive human resource management programs.

Essential Job Functions: Considerable knowledge of leadership techniques; and of HRIS systems-PDS preferred; and, considerable knowledge of position classification and compensation planning to include individual and position series. Any combination of education and experience equivalent to a Bachelor's Degree in business or public administration, human resources, or related field; considerable experience in benefits administration; master's degree and/or current certification as a Human Resource Professional through an approved agency preferred; and, considerable professional human resource work experience including supervisory and training management experience in developing needs assessments, evaluation methods, and delivering training to large groups. Skill in written and oral communication and customer service, and in use of computer software, especially Microsoft Office Suite. Ability to initiate, develop, and effectively manage a wide range of human resource policies, program and functions; work collaboratively and maintain effective working relationships with County officials, employees, and the public.

Accepting applications until 11:59 pm EST 02/06/2017. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <http://www.jobs.jamescitycountyva.gov>