

## Human Resources Manager

Reporting to the County Administrator, this position involves managing and performing tasks to administer Human Resources Programs and Benefits. This includes the administration of payroll; the assurance of compliance with all applicable employment and labor laws; recommendation, creation, and administration of employment practices, policies and procedures; and the negotiation and administration of employee benefit plans. Also included are Workers Compensation administration as well as safety and loss prevention programs.

The qualified candidate should have a minimum of 5 years of management experience in HR. PHR or SPHR Certification is preferred. A Bachelor's Degree in human resources management, business or public administration or a related field is required. A Masters Degree is preferred.

The Human Resources Manager should possess comprehensive knowledge of trends, development issues and theories of human resource management. The candidate should have considerable knowledge of management practices; the ability to lead teams and facilitate groups; the ability to communicate effectively, orally and in writing; the ability to establish and maintain effective working relationships with employees, department heads, County officials, and representatives from the private sector or other municipalities and the public. The candidate should be knowledgeable regarding HRIS systems that are incorporated into financial systems.

Apply online at [www.co.new-kent.va.us](http://www.co.new-kent.va.us)

In addition to completing the online application. Candidates must attach a resume and three letters of professional references.