

SPOTSYLVANIA COUNTY, VIRGINIA

(1075) ASSISTANT DIRECTOR OF HUMAN RESOURCES: FULL-TIME

Under minimal direct supervision, the Assistant Director of Human Resources is directly responsible for human resources information systems (HRIS) and group benefits, and acts as the primary liaison between HR and Finance on all matters related to benefits, pay administration and HR data management. Work also involves continuous process improvement, creation and modification of standard operating procedures (SOP), participation on cross-functional teams, and other programs and projects as assigned by the director. Incumbent manages and directs assigned staff in the administration of human resources functions for the County to include, but not limited to staffing, compensation, training, benefits administration, and workers' compensation. Performs the duties of the Human Resources Director when absent. Reports to the Director of Human Resources. Bachelor's Degree in Human Resources, Business or Public Administration or a related field, with a minimum five (5) years of progressively responsible experience in public human resources administration and management; or any equivalent combination of training and experience which provides the required skills, knowledge and experience and abilities. Senior Professional in Human Resources Certification (SPHR or SHRM-SCP) preferred, along with experience with Superior OneSolution, AS400 or other public administration software. **Salary: \$72,874 (Entry). Deadline: Until Filled.**

For complete job descriptions and to apply please visit: www.spotsylvania.va.us/careers