

SPOTSYLVANIA COUNTY
Department of Human Resources
9104 Courthouse Road, P.O. Box 605
Spotsylvania, VA 22553
(540) 507-7293

Apply: <http://www.spotsylvania.va.us/careers>

An Equal Opportunity Employer

SALARY

\$88,579.00 - \$115,153.00 Annually

DIRECTOR OF HUMAN RESOURCES

Under minimal direct supervision, the Director shall be responsible for administration of Spotsylvania County's Human Resources Department. Work involves managing the Human Resources functions for the County and advising the Board of Supervisors, County Administrator, and employees on personnel related matters. Work also involves developing and/or coordinating programs and policies related to recruitment, selection, position classification, compensation, employee relations, employee benefits, training, etc. The Director is responsible for addressing employee complaints or concerns, and interpreting existing and recommending new personnel ordinances, policies and procedures. The Director reports to the County Administrator.

MINIMUM TRAINING & EXPERIENCE

This position calls for a Bachelor's Degree in Human Resources, Personnel Management, Business or Public Administration or a related field, and six (6) to nine (9) years of progressively responsible experience in public personnel administration and management; or any equivalent combination of training and experience which provides the required skills, knowledge and experience and abilities. Master's degree preferred.

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