

MONTGOMERY COUNTY

HUMAN RESOURCES DEPARTMENT
MONTGOMERY COUNTY • VIRGINIA
WWW.MONTGOMERYCOUNTYVA.GOV



755 ROANOKE ST, SUITE 2D
CHRISTIANSBURG, VA 24073
PHONE: 540.394-2007

POSITION VACANCY
HUMAN RESOURCES GENERALIST
COUNTY OF MONTGOMERY
PC #110304

Montgomery County is currently seeking an HR Generalist to join our high-performing Human Resources team. Under the supervision of HR Director, the Generalist will assist with applying employment laws and professional judgment in the resolution of routine personnel matters, leverage technology to streamline and/or eliminate non-value adding processes and paper methods where possible for consistency and efficiency; assist with and/or perform training on HR topics to a variety of participants; plan, implement and coordinate training initiatives with regional partner groups; assist Director with research, analysis and implementation of career development and employee evaluation plans; hold appointments to various committees for employee benefits and safety programs; assist with EEO and AAP/diversity recruitment programs; assist with planning/preparing and hosting a variety of events, and acting in conjunction with or in absence of Director with regard to tasks within assigned scope of work.

Bachelor's Degree in Human Resources, Business Management or related field **OR** combination of education and prior experience with recognized HR credentialing (HRCI, SHRM or IPMA,) deemed equivalent. Successful candidate will have a high customer service acumen, ability to build and maintain cross-functional relationships, ability to multitask, demonstrated technical and operational application of employment laws, applied technology expertise with HRIS and other technology platforms, and ability to work in a fast paced environment with challenging and fulfilling work.

Starting salary **\$39,590 year/DOE** with excellent benefits package (paid health, dental and vision, flex spending, life, disability, VRS retirement, wellness program and much more). Interested candidates should apply online at: <http://www.montgomerycountyva.gov/HR> by **Friday, February 1, 2019** to be considered. For more information, please call our job line at (540) 394-2010; if application accommodation is needed, please contact Human Resources at (540) 394-2007.

Montgomery County, VA is an Equal Opportunity Employer committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/gender, national origin, disability or protected veteran status.