

SPOTSYLVANIA COUNTY
Department of Human Resources
9104 Courthouse Road, P.O. Box 605
Spotsylvania, VA 22553

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

**INVITES APPLICATIONS FOR THE POSITION OF:
Deputy Director - Human Resources**

An Equal Opportunity Employer

SALARY

\$74,404.00 - \$96,726.00 Annually

ISSUE DATE: 05/29/19

FINAL FILING DATE: Continuous

THE POSITION

Spotsylvania County is seeking a Deputy Director to be part of an already awesome HR team (We know your current team is great too.... but you haven't met ours yet!!). We are seeking someone with fresh ideas and someone that wants to be an integral part of the exciting changes we have happening in our department!

Spotsylvania County offers a rich benefits program that promote employee health, well-being and financial stability, now and in the future. Included in our competitive benefit program is:

- 2 Medical plan options with Dental & Vision
- Flexible Spending Accounts (FSA)
- Life Insurance
- Opt-Out Program
- Paid Holidays
- Paid Annual Leave (4hrs/pay period)
- Paid Sick Leave (4hrs/pay period)
- Supplemental Insurance Plans
- Tuition Assistance Program
- Retirement Plan
- Deferred Compensation - 457 Plans

SPECIAL DUTIES & RESPONSIBILITIES

What will you be doing??

The Deputy Director will help manage and direct 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. 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.

MINIMUM TRAINING & EXPERIENCE

We are seeking someone with 3-5 years' local government experience with HR Certifications in any combination of the following: Senior Professional/Professional in Human Resources (SPHR/PHR), SHRM Senior Career Professional/Career Professional (SCP/CP) or Senior Professional/Professional in International Public Management Association for Human Resources (IPMA-CP/SCP).

SPECIAL REQUIREMENTS Please include your resume listing all of your KSA's and experience when submitting your application.