



SURRY COUNTY JOB OPPORTUNITY

Surry County is seeking a Human Resources Manager. Work will be performed under the supervision of the County Administrator and will include the following typical tasks:

Performs complex professional and administrative work planning, organizing and directing all activities and programs in the Human Resources Department; does related work as required. Work is performed under general supervision. Supervision is exercised over all department personnel.

Essential Functions

- Plans, organizes, directs and develops comprehensive human resource programs; administers the classification and pay and safety and risk management programs; coordinates activities with County Administrator and other departments; maintains records and files; prepares reports.
- Develops, plans, and implements goals and objectives, policies and priorities of the human resources and risk management functions; prioritizes and assigns work; conducts performance evaluations.
- Performs professional level duties in the functional areas of, employee relations, benefits program development, equal employment opportunity and personnel actions processing including discipline and dismissal.
- Administers personnel functions including employment screening and referral, employee orientation and exit interview programs and benefits enrollment.
- Coordinates recruitment and oversees selection procedures ensuring that numbers of full-time positions filled stay within annual budget appropriations.
- Administers the classification and pay system; reviews requests for new positions and allocates to existing classification plan or recommends new classes within the plan structure; coordinates employee performance evaluation system.
- Administers the County's merit system and personnel regulations.
- Interprets and applies local, state and federal laws and regulations; interprets and explains administrative policies and decisions.
- Analyzes complex and confidential issues and takes appropriate action in accordance with policies and procedures; consults with legal counsel as appropriate.
- Maintains human resources records.
- Resolves inter- and intra-departmental conflicts and problems; serves as mediator as needed.
- Manages, develops and evaluates employee training and development.
- Confers with the County Administrator and Department Heads to determine needs and to evaluate/interpret human resource policies.
- Attends staff and committee meetings to provide assistance to County Administration.
- Serves as liaison between the County Administrator's Office and all departments on routine administrative matters; Coordinates and/or conducts research into administrative organization/functions; investigates situations; secures information and considers alternatives, improvements and/or solutions.
- Receives requests and complaints from the public; investigates and resolves complaints; answers requests for information.

- Prepares departmental budget and monitors expenditures
- Approves actions entries for all new hires, salary increases and changes in status
- Coordinates County employee events as needed
- Performs related tasks as required.

Comprehensive knowledge of the philosophies, principles and practices of public personnel administration, including testing and selection, wage and salary, training, employee relations, benefits and unemployment insurance program; thorough knowledge of local government organization and administration; ability to establish and maintain effective working relationships with County officials, associates and the general public; ability to present facts and recommendations effectively both orally and in writing; ability to analyze facts and prepare detailed recommendations and reports; ability to plan, supervise and review the work of subordinates.

Bachelor's degree with coursework in Personnel Management, Public Administration, or related field with considerable experience in human resource management in a government setting, or equivalent combination of education and experience.

Surry County Administrator's Office
Attn: HR Department
45 School Street
Surry, Virginia 23883
(757) 294-5271

Application forms can be obtained from the County Administrator's Office located in the Surry County Government Center at 45 School Street in Surry, Virginia or downloaded from the county's website at: www.surrycountyva.gov. The Government Center is open 9:00 a.m. – 5:00 p.m. Monday – Friday except holidays.

**SURRY COUNTY IS AN EQUAL
EMPLOYMENT OPPORTUNITIES EMPLOYER**