

The County of Warren is now accepting applications for the following position:

Human Resources Manager

This full-time position performs intermediate professional and responsible administrative work planning, organizing, and implementing the County's overall human resources program. Duties include, but are not limited to: planning, directing, and implementing the County's human resources and personnel process and system; ensuring compliance with local, state, and federal regulations; preparing and maintaining personnel records and files; administers the County's service award program; provides and coordinates employee training programs; processes employee concerns and problems; conducts new hire orientations; receives and maintains appropriate files for various forms, reports, and correspondence; administers worker's compensation insurance; communicates with insurance/benefit plan representatives; interacts with payroll; and performs related tasks as required.

Applicant must have strong interpersonal and organizational skills and strong written and oral communication skills. Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in personnel administration or related field and considerable experience in human resources management is required.

Salary range is \$66,607.31 - \$101,350.87 depending on qualifications, with an excellent benefits package. For employment application, including job description, contact Warren County Administrator's Office, 220 North Commerce Avenue, Suite 100, Front Royal, Virginia, 22630, (540) 636-4600, or employment applications may be obtained online at www.warrencountyva.net. Position open until filled. EEO.