

Shenandoah County

VIRGINIA

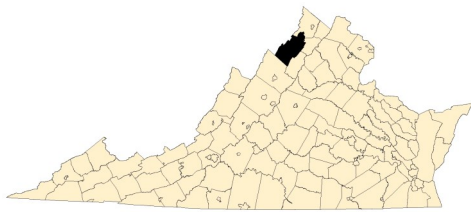
Recruitment *for* **Director of Human Resources**



600 North Main Street, Suite 102
Woodstock, Virginia 22664
www.shenandoahcountyva.us

Our Community

Situated in the scenic northern Shenandoah Valley of Virginia, Shenandoah County is 34 miles long, an average of 16 miles wide, and contains a land area of 512 square miles. Shenandoah County, formed May 15, 1772, is home to six incorporated towns — Edinburg, Mount Jackson, New Market, Strasburg, Toms Brook, and Woodstock — as well as over 100 unincorporated communities. Shenandoah County is served by the parallel routes of the Old Valley Pike (U.S. Route 11) and Interstate I-81, which run its length, and the I-81 intersection with I-66, which runs east to Washington, D.C. is just a short distance north of the County line.



With over 26% of the County covered in National Forest, including over 178 miles of trails and 30 miles

of streams feeding the Shenandoah River, Shenandoah County has an abundance of diverse outdoor recreational amenities and attractions. Shenandoah County is also steeped rich in history with many community museums, battlefields, and historic sites located throughout the County. Shenandoah County also has an expansive array of restaurants, wineries, breweries, and cideries as well as farms, markets, shops, and country stores.

Shenandoah County has a 2020 population of approximately 44,200 residents, the median age is 44.7, and the per capita personal income is \$46,680.

Our Organization

Shenandoah County operates under the traditional Board-Administrator form of government. The County has six magisterial districts with each district represented by an elected Board of Supervisor member. The six-member Board appoints the County Administrator.

Shenandoah County provides a wide range of services to residents and businesses, including public safety, education, judicial administration, parks and recreation, library, solid

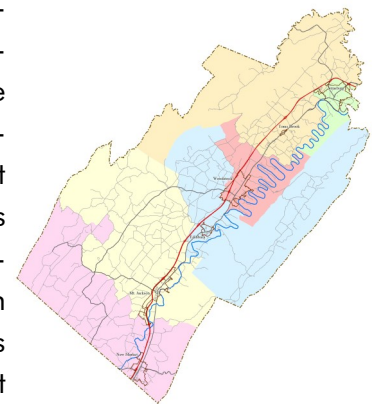


waste, water and sewer, planning, zoning, and building safety, and health and human services.

The Human Resources Department is a newly created division of County Government that will work collaboratively with County Administration, the Department of Finance and other departments, where many of the human resources duties have been performed. The need for this new department transpired as organizational demands outpaced the current service model. The Director of Human Resources is the first position to be filled in this newly created local government department. In addition to the Director's position, the department will also consist of a Human Resources Generalist.

The Director of Human Resources will provide leadership for the new department, aiming to establish the role of Human Resources as a strategic, executive function grounded in operational excellence. The Department of Human Resources is co-located in the office suite with County Administration and Finance, and the office suite is currently supported by an Executive Assistant and Administrative Assistant as well as the aforementioned full-time Human Resources Generalist.

There are approximately 300 full-time employees and 130 part-time employees across various County departments and offices. The FY 2023 Adopted Budget for Human Resources is \$225,000.





Our Ideal Candidate

The Director of Human Resources is an integral member of the County's leadership team reporting to County Administration. This position serves as an internal consultant on all human resources duties, functions, and responsibilities, and advises County departments and offices on all personnel-related policies, programs, and initiatives to include the identification and recommendation of best practices in recruitment, retention, employee development, benefits administration, workforce planning, employee recognition, compensation management, performance management, discipline, and workers' compensation. The ideal candidate will be experienced working for a local government and/or a large organization.

The ideal candidate will be a highly motivated, collaborative, and strategic human resources professional with exceptional organizational development and communication skills. The successful candidate will recognize that as an organization that delivers essential services to its community, its employees are the most important asset; thus, the ideal candidate will be dedicated to pursuing equitable, innovative, and thoughtful solutions for all employees. Given the small size of our organization, the successful candidate will embrace the role of a subject matter expert and will be detail-oriented, maintaining an understanding of the issues affecting the workforce and leveraging the knowledge to drive decisions that positively impact the organization, support strategic initiatives, and meet the needs of employees.



The ideal candidate will have a demonstrated ability to make sound, ethical decisions displaying a heightened level of responsibility, confidentiality, integrity, and professionalism. As an approachable leader, the successful candidate will embody and model behaviors expected through the organization, including treating everyone with dignity, empathy, and respect and embracing an excellence in customer service. The ideal candidate will be culturally competent and have a proven ability to cultivate trust among staff, peers, and elected officials at all levels of the organization.

The ideal candidate will have the ability to understand, articulate, and apply complex laws, such as employment law, in practical and understandable ways across the organization. The successful candidate will have experience in and will be responsible for presenting data concisely as well as confidently delivering oral presentations to senior management, elected officials, and employees. The successful candidate will help modernize human resources practices and bring clarity, efficiency, and effectiveness to employee expectations and processes. The ideal candidate will have strong leadership and coaching skills with the ability to motivate employees and foster a collaborative work environment.

Key Initiatives

- As part of its efforts to enhance recruitment and retention, the County will be concluding its work with a consultant for a comprehensive classification and compensation study; this position will assist in its successful implementation throughout the organization. This position will also develop strategies for ongoing maintenance of the classification and compensation plan.
- The County will be embarking on an in-depth, thorough review and revision of its Personnel Policies & Procedures Manual, and the Director of Human Resources will lead this important initiative.
- As part of the revision of the Personnel Policies & Procedures Manual, this position will assist in the development of an employee performance management program consistent with the County's compensation philosophy and values.

Key Initiatives—Continued

- As part of the County's succession planning efforts, this position will be responsible for working with County Administration to develop a leadership development training program to enhance the readiness of future leaders within the organization.
- This position will work collaboratively with other County staff and offices to evaluate and recommend human resources information technologies to enhance the efficiency and organization of personnel-related data, such as time and attendance, pay stubs, and personnel records.

The Position

Education and Experience

Any combination of education and experience equivalent to a bachelor's degree in personnel management, public administration, or related field and extensive experience in personnel management, including supervisory experience. A master's degree in a related field is desired.

Preferred qualifications include the Senior Certified Professional (SCP) certification by the International Public Management Association for Human Resources (IPMA-HR) and/or the Senior Certified Professional (SCP) certification by the Society for Human Resource Management (SHRM).

Knowledge, Skills, and Abilities

Comprehensive knowledge of the philosophies, principles, and practices of public human resources administration, including wage and salary administration, organizational development, employee relations, and benefit administration. Comprehensive knowledge of state and federal laws related to human resources, with the ability to comprehend, interpret, apply, and explain laws, regulations, policies, and related information. Thorough knowledge of local government organization and administration. Comprehensive knowledge of Microsoft Office programs, including Excel, Word, and PowerPoint. Thorough knowledge of HRIS systems. Ability to work independently and meet multiple deadlines. Ability to express ideas



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. Ability to establish and maintain effective working relationships with government officials, supervisors, employees, and the general public. Ability to work in a fast-paced, interactive, team-oriented environment.

Essential Function and Tasks

- * Plans, directs, and coordinates recruitment and selection of County personnel; coordinates administrative and supervisory participation in the personnel interview and selection process; recommends qualified applications to the County Administrator; extends offer of employment to applicant.
- * Interprets and administers the County's classification and compensation program; reviews and recommends changes to classifications, job descriptions, and pay plans.
- * Administers all benefit programs such as health, dental, vision, life insurance, wellness, retirement, deferred compensation, flexible spending and other benefit plans/programs.
- * Assists with the administration of employee onboarding and separation processes, including employee orientation and exit interviews.
- * Ensures compliance with federal and state employment laws, regulations, and procedures.
- * Develops, interprets, and implements personnel policies and procedures.





The Position—Continued

Essential Function and Tasks—Continued

- * Provides advice and direction on complex personnel issues.

(See position description for complete listing of essential functions and tasks)

Compensation & Benefits

Shenandoah County offers an excellent benefits package, including medical, vision, and dental insurance with employer contribution, participation in the Virginia Retirement System, employer-paid group life insurance, vacation and sick leave, paid holidays, and continuing professional development and educational opportunities.

The Director of Human Resources position is at-will, full-time with some evening commitments. The position is an FLSA-exempt position on Grade 126 of the County's Pay Plan. The full annual pay range for this position is \$79,796 to \$131,663 with an anticipated hiring range of \$95,000 to \$105,800 commensurate with qualifications, experience, and internal equity.

Application Process & Timeline

The complete position description and application are available online at www.shenandoahcountyva.us or at the Shenandoah County Government Center located at 600 North Main Street, Suite 102, Woodstock, Virginia 22664. Qualified applicants should submit a complete application, cover letter, and resume to:

Shenandoah County Administration
600 North Main Street, Suite 102
Woodstock, Virginia 22664
540-459-6165

jobs@shenandoahcountyva.us

Inquiries regarding the position may be directed to Ms. Mandy Belyea, Deputy County Administrator.

This position is open until filled with a first review of applications on Friday, September 16, 2022.

The successful candidate must pass a pre-employment, post-offer drug screening and background check.

Shenandoah County is an Equal Opportunity Employer



**Thank you for considering
Shenandoah County!**