

EMPLOYMENT OPPORTUNITY
Gates County, North Carolina

Human Resources Director – The primary purpose of this position performs complex professional work planning, organizing, directing and developing human resources functions, administering various human resources related programs, coordinating activities with County Manager and other departments, maintaining records, preparing reports, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the County Manager. This position is part of the County Administration Department and reports to the Assistant County Manager.

Requires a Bachelor's degree with coursework in human resources management, psychology, business administration, public administration, or related field and extensive experience working in human resources, or equivalent combination of education and experience.

Valid NC driver's license is required. Annual Salary Range \$ 53,898. – 83,542.

Complete job description and County Application can be found on the Gates County website. Submit letter of interest, resume, and work-related references along with a completed County Application in confidence to: Christy Byrum, PO Box 148, Gatesville, NC 27938; (252) 357-2411 Ext. 01005. Review of applications will begin October 24, 2022. Position is open until filled. Gates County is an equal opportunity employer.

Human Resources Director

Department: Administration

FLSA Status: Exempt

General Definition of Work

Performs complex professional work planning, organizing, directing and developing human resources functions, administering various human resources related programs, coordinating activities with County Manager and other departments, maintaining records, preparing reports, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the County Manager. This position

Essential Functions

Serves as the immediate supervisor of the Payroll & Benefits Coordinator.

Administers policies, programs and rules within the County Personnel Ordinance and related policies.

Develops, implements, and administers a wide variety of personnel systems designed to recruit, hire, train, motivate and retain employees; works with management, department heads, supervisors and employees in identifying and addressing conflict, communication barriers, or other problems that negatively impact morale, employee engagement and productivity; facilitates conflict resolution and problem-solving regarding issues that detract management and/or employees from a high level of productivity; assists with determining appropriate disciplinary and grievance responses. Provides information and advice to County Manager, department heads, and supervisors concerning appropriate personnel actions to take and possible problems and consequences; provides information to employees who are the recipient of such personnel actions relating to their rights and required time frames for action.

Reviews and makes recommendations regarding county reclassification and new position requests; assists the County Manager with reorganization efforts; composes and/or revises job descriptions, performs salary surveys, and makes recommendation for grade assignment.

Coordinates the hiring process for departments.

Coordinates compliance with various laws relating to public employment as well as recommending and implementing procedural changes as needed regarding FLSA, FMLA, ADA, EEO, and all adopted County ordinances policies.

Conducts investigations regarding complaints of violations of County ordinances and policy and develops recommendations in regard to appropriate disciplinary action.

Participates in the recruitment and selection programs for the County; advertisement of job openings; screens applications; assists with developing interview questions; participates in interviews when needed; coach's supervisors and managers in effective and legal hiring practices; maintains records and checks for adverse impact; assists with reviewing screening methods for job-relatedness and effectiveness.

Plans, develops, and present employee training programs on a variety of human resources related issues.

Recommends, develops, and implements programs and actions promoting teamwork within and among departments and develops ways to recognize noteworthy and/or superior employee performance.

Responds to surveys and requests for information; determines best way to retrieve information; designs report formats to meet needs.

Ensures compliance with drug testing policy and procedures.

Monitors, reviews, and revises human resources related ordinances and policies; researches and stays abreast of personnel trends and recommends new or revised programs, emphasis, or procedures; drafts new policies and procedures for management consideration.

Maintains custody of each personnel file for each County employee in accordance of GS 153A-98.

Performs other duties as assigned or required.

Knowledge, Skills and Abilities

Comprehensive knowledge of the philosophies, principles and practices of public personnel administration, including testing and selection, wage and salary, training, employee relations, benefits, insurance programs and risk management; thorough knowledge of local government organization and administration; thorough skill operating standard office equipment and related hardware and software; ability to present facts and recommendations effectively both orally and in writing; ability to generate recommendations towards human resources related policies, forms, publications and communications to employees; 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 County officials, vendors, associates and the general public.

Human Resources Director

Education and Experience

Bachelor's degree with coursework in human resources management, psychology, business administration, public administration, or related field and extensive experience working in human resources, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Appropriate training will be provided and must be completed upon hire and on an ongoing basis.
Valid driver's license in the State of North Carolina.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.
