

County of Rockingham, VA
Director of Human Resources

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Significant experience and/or education in human resources administration, 4 or more years of supervisory experience in a related field

Minimum Education Requirements: Bachelor's Degree

Direct Supervisor: County Administrator

Primary Work Location: Office setting

Physical requirements: This is sedentary work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Job Summary: Lead the County's efforts in recruitment and retention of talent. Manages and implements human resource policies and programs for the County. Directs and coordinates human resource activities, such as employee relations, employment, compensation, benefits, professional development, and other employee services. Serves as a resource for employees and the Board of Supervisors. Serves in an advisory capacity to Department Heads, Administration, and County Attorney. Reports to the County Administrator as a part of the senior management team.

Essential Job Functions

An employee in this position may be called upon to do any or all the following essential duties:

- Plan, assign, and direct all activities of the department, such as pay and classification; benefit program administration including retirement, life and health insurance; recruitment, testing and selection; employee relations; employee wellness program; performance appraisal; workers compensation; and occupational health and safety
- Advise the County Administrator, senior management, and department heads on employment decisions and sensitive or significant personnel or organizational development matters, and makes recommendations to County Administrator on policy matters such as compensation plan, benefits, and staffing levels
- Primary contact for negotiations with benefits providers for the county and schools
- Work with senior management team to plan, manage and implement a professional development program for County employees
- Prepare and implements budget for functions under supervisory control
- Monitor effectiveness of staff through daily interaction and contact with general public involving service delivery and reports issues of concern to County Administrator
- Contribute significantly to the development of human resource-related policies, plans, objectives, and procedures by facilitating problem identification and resolution, developing short and long-range plans, and keeping abreast of changes in the legal environment. Make recommendations to County Administrator and Board of Supervisors
- Work cooperatively with senior management and department heads to develop consistent application amongst all departments in disciplining employees, and implementing and enforcing personnel policies and procedures

Knowledge

- Principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems
- Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources
- Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction

Skills

- Computer literacy: familiarity with Tyler Technology's Munis financial software preferred
- Motivate, develop, and direct people as they work, identifying the best people for the job
- Considering the relative costs and benefits of potential actions to choose the most appropriate

Abilities

- Interpret regulations, laws, and codes associated with field of human resources
- Combine pieces of information to form general rules or conclusions
- Handle confidential and time sensitive material
- Maintain regular works attendance
- Think creatively to solve problem
- Communicate sensitive information with empathy and respect

To Apply

All applicants must apply online at www.rockinghamcountyva.gov
Application review will begin as soon as possible. **Deadline to apply November 30, 2022.**

Rockingham County is an Equal Opportunity Employer