

ASSISTANT DIRECTOR HUMAN RESOURCES

ALBEMARLE COUNTY, VIRGINIA



OUR ORGANIZATION

With an annual budget of over \$428 million, the Albemarle County government prides itself in sustaining responsive and accessible services to its community members, while emphasizing professionalism and efficiency.

Albemarle County is recognized for quality services and innovative programs while still maintaining a comparatively low tax rate. The County government takes pride in being **One Organization Committed to Excellence**.

WHAT DOES THAT MEAN?

The idea of One Organization Committed to Excellence is meant to foster a sense of community throughout our organization. It underscores that we are all working together toward the betterment of our community through sharing knowledge and resources, collaborating with our colleagues, and working with community partners and neighboring localities.

Albemarle County is committed to a High Performing Organization (HPO) model. We value creativity, learning and innovation.

LEADERSHIP AT ALL LEVELS

Leadership at all levels encourages staff involvement, collaboration, and accountability. Everyone is encouraged to show leadership by looking at their individual role to see how their work impacts the broader organization, taking ownership of areas for improvement, thinking about the future, linking with others to address cross-departmental issues, and staying on the cutting edge of their profession.

ORGANIZATIONAL CORE VALUES



Albemarle County holds its employees to the highest standards in fulfilling the County's Vision and Mission. We believe in excellence in public service through

- **Community:** We expect diversity, equity and inclusion to be integrated into how we live our mission.
- **Integrity:** We value our customers and co-workers by always providing honest and fair treatment.
- **Innovation:** We embrace creativity and positive change.
- **Stewardship:** We honor our role as stewards of the public trust by managing our natural, human, and financial resources respectfully and responsibly.
- **Learning:** We encourage and support lifelong learning and personal and professional growth.

ORGANIZATIONAL SNAPSHOT

- 950 Employees
- 16 Organizational Departments
- 9 Partner agencies and Constitutional Offices
- 113,500 Citizens
- 726 Square miles

Albemarle County is offering a \$5,000 sign-on incentive for this recruitment. APPLY HERE!

THE POSITION

The Assistant Director will work closely with the Director of HR to provide HR leadership support to the ideal candidate must have a strong background in Human Resources, including management, employee development, and hands-on technical experience. The Assistant Director will identify opportunities and challenges, collaborate with other departments and teams, and create innovative solutions to enhance the impact and effectiveness of HR services. The successful candidate can expect to:

- Oversee HR functions encompassing the employment lifecycle;
- Oversee Compliance-driven projects, programming, and training;
- Serve as project manager for assigned initiatives and work groups;
- Oversee complex and high profile personnel investigations;
- Drive process improvements and innovation to streamline work and improve efficiency and quality of HR service delivery

QUALITIES

Key attributes of our ideal candidate:

- Focuses on building partnerships with stakeholders and departments to achieve desired outcomes
- Encourages and values diversity of thought in decision making processes
- Strong sense of emotional intelligence and can display executive maturity in stressful or sensitive situations
- Problem-solver who facilitates collaborative solutions
- Prioritizes customer service while focusing on overall organizational goals and objectives
- Is passionate about mentoring and leading by example
- Innovation

COMPENSATION

Anticipated hiring range for this position is \$110,000 to \$125,000 annual dependent upon candidate qualifications. Excellent benefit package including defined benefit retirement, generous paid leave policies, professional development opportunities, competitive health insurance plans, and more!

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of Federal and Virginia laws concerning employee benefits, wage and hour, anti discrimination, occupational safety, etc.
- Thorough knowledge of the performance management and continuous improvement process
- Strong interpersonal skills and exceptional influence skills — ability to establish a strong network and align with peers and department leaders across a complex organization
- Strong technical skills in functional areas of human resources such as recruiting, payroll, investigations, and training
- Strong supervisory and leadership skills

