



## HUMAN RESOURCES GENERALIST

Montgomery County, VA  
#110307-2

Montgomery County, VA is seeking a skilled **HR Generalist** to join our high-volume Human Resources team. Reporting to the HR Director, the HR Generalist will apply knowledge of employment laws and critical thinking in the resolution of routine personnel matters, and leverage technology to streamline processes. This position will assist with the recruitment process, including job postings, resume screening, interviews, and job offers; support onboarding and milestones recognition; and plan, implement and coordinate training initiatives with regional partner groups. This position will assist the department with research, analysis and implementation of various programs; serve as appointee to various committees; and assist with planning and hosting a variety of events.

Bachelor's Degree in Human Resources, Business Management or related field or combination of education, prior experience and/or HR credentialing (HRCI or SHRM) deemed equivalent. Successful candidate must have prior Human Resources experience, demonstrated critical-thinking skills, high customer service acumen, ability to build and maintain cross-functional relationships, ability to multitask, understanding and application of employment laws, operational knowledge of HRIS and other technology platforms, uphold confidentiality and ethical handling of sensitive personnel data, and ability to work in a fast-paced environment with challenging and fulfilling work.

Starting salary \$53,638-64,366; dependent on experience and qualifications, plus excellent benefits (health, dental and vision, flex spending, life, disability, VRS retirement, 401 & 457 retirement options, onsite clinic, wellness programs, and much more). Qualified candidates should submit an online application with a resume and cover letter at: [www.montgomerycountyva.gov/hr](http://www.montgomerycountyva.gov/hr). First review of applications begins **Monday, July 28, 2025**, position open until filled. For application accommodation for disabilities, contact Human Resources at (540) 394-2007.

Montgomery County, VA is committed to the principles of diversity and, in that spirit, seeks a broad spectrum of candidates including persons with disabilities, minorities, women and veterans. As an Equal Opportunity Employer and certified Virginia Values Veterans (V3) organization, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/sexual orientation/gender/identity, national origin, disability or protected veteran status.

