



Brunswick County, Virginia
Director of Human Resources

Brunswick County is currently seeking qualified applicants for the position of Director of Human Resources. The Human Resources Director serves as a key member of Brunswick County's leadership team, reporting directly to the County Administrator and is responsible for planning, directing, and managing the County's comprehensive human resources programs and policies. This includes employee relations, recruitment, classification and compensation, benefits administration, training, performance management, compliance, and personnel policy enforcement and maintenance. The Director ensures that all HR practices support the County's mission, values, and strategic goals while maintaining compliance with federal, state, and local employment laws and regulations. Refer to www.brunswickco.com for full job description.

Starting salary \$95,674.86, commensurate with experience and qualifications. Benefit package includes (health, dental and vision, flex spending, VRS retirement, paid holidays)

Education and Experience

- Bachelor's degree in Human Resources, Public Administration, Business Administration, or related field required.
- Master's degree and/or professional HR certification (PHR, SHRM-CP, IPMA-CP, or equivalent) preferred.
- Minimum of five (5) years of progressively responsible experience in human resources administration, preferably in a local government setting.
- Supervisory or management experience preferred.

Qualified applicants should submit a **county application** and **resume** to:
Brunswick County Administrator's Office
228 North Main Street, Suite 200, Lawrenceville, Virginia 23868
P.O. Box 399, Lawrenceville, Virginia 23868
Email – lweddington@brunswickco.com

Application will be accepted until December 31, 2025

Brunswick County is an Equal Opportunity Employer.



Brunswick County, Virginia

Position Summary

Working Title	Director of Human Resources
FLSA	Exempt
Pay Grade	G17
Agency	Brunswick County, Virginia Government Office
Location	Lawrenceville, Virginia
Hiring Range	Minimum \$95,674.86, commensurate with experience and qualifications
Essential/Emergency Personnel	No
Full Time/Part Time	Full Time
Benefits	Virginia Retirement System, Healthcare Coverage
Telework Option	Yes, in emergency situations
Work Schedule	Monday – Friday; 8:30AM – 5:00PM
Seasonal	No

Position Overview

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Essential Duties and Responsibilities

- Develops, implements, and administers the policies and procedures consistent with County goals and applicable laws and regulations.
- Oversees recruitment, hiring, and onboarding of employees for all County departments; ensures fair and equitable hiring practices.
- Manages the County's compensation and classification plan.
- Administers employee benefits programs including health insurance, retirement (VRS), leave management, and other supplemental benefits.
- Advises department heads and supervisors on employee relations issues, disciplinary actions, grievance procedures, and performance management.
- Ensures compliance with federal and state employment laws (FMLA, ADA, FLSA, OSHA, etc.) and maintains required reporting.
- Oversees training and professional development programs for County staff.
- Coordinates and maintains accurate employee personnel records.
- Develops and administers the department's annual budget.
- Collaborates with the County Administrator on personnel-related policies and initiatives.
- Serves as liaison with external partners such as the Virginia Retirement System (VRS), insurance providers, legal counsel, and other agencies.
- Promotes a positive workplace culture focused on equity, professionalism, and employee well-being.

Knowledge, Skills, and Abilities

- Thorough knowledge of principles and practices of human resource management in a public sector environment.
- Strong understanding of local government operations and applicable state and federal employment laws.
- Ability to develop and interpret policies, procedures, and regulations.
- Excellent communication, conflict resolution, and interpersonal skills.
- Skilled in maintaining confidentiality and handling sensitive personnel issues.
- Ability to provide strategic leadership and build cooperative relationships with County departments, employees, and the public.
- Proficiency with a PC or laptop, Microsoft Office, and modern office practices.

Education and Experience

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- Master's degree and/or professional HR certification (PHR, SHRM-CP, IPMA-CP, or equivalent) preferred.
- Minimum of five (5) years of progressively responsible experience in human resources administration, preferably in a local government setting.
- Supervisory or management experience preferred.

Working Conditions

Work is performed primarily in an office environment with occasional travel for training or meetings. Must be able to maintain confidentiality and handle multiple priorities under deadlines. In the event of an emergency, telework is permitted upon approval.

Application Process

Interested candidates should submit a County employment application, and resume to:

Brunswick County Administrator's Office

228 N. Main Street, Suite 300, Lawrenceville, VA 23868

P.O. Box 399, Lawrenceville, VA 23868

Or via email to: lweddington@brunswickco.com

Applications will be accepted until December 31, 2025.