

*****PLEASE POST*****

CITY OF ASHEBORO
JOB OPPORTUNITY ANNOUNCEMENT

VACANCY #1741

Opening Date: Monday, May 8, 2017

Closing Date: Friday, May 26, 2017

Human Resources Director

The Human Resources Director reports directly to the City Manager. The work of position is a balance of hands-on, task oriented human resources generalist work and organizing, planning, and directing the human resources mission. The Human Resources Director implements a variety of personnel programs in cooperation with other department directors throughout the city. Examples include developing policies and programs, and planning for the implementation of personnel practices. Direct involvement is expected in recruitment and selection, benefits, classification and compensation, employee training, employee relations, and personnel records management. The Human Resources Director supervises a Human Resources Assistant, a Safety Coordinator, and a Human Resources Specialist. Highlights of responsibilities are advising the City Manager on personnel related issues; conferring with department heads on policy issues and interpretation and advising employees on personnel policy and program matters. Work requires an understanding of the laws and regulations affecting the human resources management field, considerable judgment and initiative and application, and sound judgment in maintaining confidentiality regarding personnel actions.

Minimum Experience and Education: The basic desired qualifications include a bachelor's degree in human resources management, business or public administration, or a related field. The City seeks an experienced professional with ten years of progressively responsible experience in human resources management, including a minimum of three years supervisory experience. North Carolina municipal experience is preferred, however, equivalent combinations of education and experience will be accepted.

Special Requirements: The successful candidate must pass a background check including pre-employment drug screening.

Starting Salary: The salary for this position is \$84,000 but some negotiation is available based upon the candidate's qualifications and experience and is supplemented by an excellent benefit package.

Deadline for Receiving Applications: Please submit a cover letter, resume, AND a completed employment application DIRECTLY to Piedmont Triad Regional Council. For more information about the City of Asheboro and the application process visit www.ptrc.org/asheborohrdir. Position will remain open until Friday, May 26, 2017. The City of Asheboro is an equal opportunity employer and participates in the e-verification program.