

JOB DESCRIPTION

TITLE: Human Resources Director and Assistant to Board of County Commissioners

DEPARTMENT: Human Resources

DATE: October, 2025

SUMMARY

Manages and oversees the day to day Human Resource function as a generalist performing high level and administrative duties, while performing a secondary duty as assistant to the Board of County Commissioners. Wide latitude is given for independent judgment and initiative. Reports to the Board of County Commissioners. This is a full time position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensures County is in compliance with employment laws and regulations;
- Coaches managers and supervisors on human resource related matters;
- Develops, maintains, and administers human resource policies and procedures.
- Manages recruiting, hiring, and onboarding processes;
- Oversees compensation and benefits policies to ensure compliance with legal requirements;
- Ensures salaries are competitive and equitable throughout the organization, through the annual review of the kinds and levels and rate chart;
- Negotiates, designs, implements, administers, monitors, and evaluates employee benefits programs;
- Creates, maintains, and manages job descriptions;
- Ensures proper employee files are created, maintained, and managed;
- Provides training to employees and supervisors;
- Conducts or manages employee investigations;
- Involved with the budget process;
- Mediates employee relations issues;
- In coordination with legal counsel, administers employee claims filed under any employment related regulation;
- Prepares and submits required reports, records, and documentation in compliance with laws and regulations;
- Works with liability carrier on policy reviews and facilitates required employee training;
- Oversees safety program and coordinates workers comp with payroll and other related agencies;
- Maintains confidentiality where applicable;
- Maintains cooperative working relationships with elected officials and employees on a consistent basis;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices;
- Reviews and ensures County employee compliance with County policies, procedures, missions, and values;
- Reviews and seeks best practices for current and needed County policies and procedures;

- Research and review County issues and updates, as requested;
- Assist in drafting and reviewing correspondence and documents for the Board;
- Communicate and schedule appointments with the Board about agendas and other pertinent matters;
- Communicate and schedule appointments with others as requested by the Board.
- Attend Board meetings as requested; and
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor degree in related field or equivalent experience preferred;
- 5 years of direct human resources experience preferred;
- SHRM certificate to be obtained within the first year;
- Working knowledge of principles, practices, and objectives of human resource administration and applicable County, State, and Federal laws, and regulations;
- Knowledge of budgeting practices and procedures;
- Ability to operate common computer software applications;
- Strong problem solving skills;
- Ability to advise managers and supervisors on policies and procedures;
- Ability to develop and implement short- and long-range planning solutions;
- Experience in preparing and maintaining required documents;
- Strong verbal and written communication skills;
- Ability to listen for understanding;
- Able to articulate ideas in the English language;
- Ability work independently and exercise initiative, with general guidance and supervision;
- Ability to work as part of a team;
- Ability to exercise sound judgment;
- Ability to maintain a professional demeanor, even in difficult situations;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to demonstrate integrity and ingenuity in the performance of tasks and solving problems.

ESSENTIAL PHYSICAL ABILITIES:

- Must have sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively on the telephone and in person.
- Must have sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, and organize documents and materials.
- Must have sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer, standard hand tools, and standard office equipment.

- Must have sufficient personal mobility, flexibility, agility, and balance, ability to lift banker boxes weighing up to 50 pounds; to vacuum and wipe down the office; to work in an office environment; and also to remain in a stationary position for most of each work day, all with or without reasonable accommodation.
- Must be able to move about inside an office setting to access file cabinets, office machinery, and to operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer, all with or without reasonable accommodation.

This job description describes the chief functions of the position, and is not to be considered descriptive of every duty or function of the job.