

**COUNTY OF MARLBORO  
JOB POSITION DESCRIPTION**

**JOB TITLE:** Human Resources Director  
**DEPARTMENT:** Administration  
**REPORTS TO:** County Administrator or designee      **FLSA STATUS:** Salary Non-Exempt  
**DATE APPROVED:** 4/25/2018      **APPROVED BY:** JRM

**I. PURPOSE / SUMMARY:**

Plans, coordinates and manages the daily activities of the Human Resources Department. With input of hiring manager, recruits, interviews, tests, and selects employees to fill vacant positions. Provides advice, consultation and information to department heads as needed. Coordinates Safety/Risk Management functions. Serves as key member of County Administrator's staff.

**II. RESPONSIBILITIES:**

- 1) With hiring manager, recruits, interviews, tests, and selects employees to fill vacant positions. Ensures completion of new employee documents as well as employee status changes affecting payroll. Coordinates new employee orientation.
- 2) Provides advice, consultation and information to department heads as needed to resolve employee relations and work performance problems in accordance with County policies, procedures as well as pertinent laws and regulations.
- 3) With the Finance Director, utilizes and manages the use of computer software programs to process payroll, track benefits information and other personnel related activities.
- 4) With the County Administrator, manages performance evaluation processes and other performance tracking and or improvement systems;
- 5) Analyzes wage and salary reports and data to determine competitive wage rates. Recommends changes to county compensation plan.
- 6) Administers benefits programs such as life, health, and dental insurance, pension plans, vacation, sick leave, leave of absence, and employee assistance.
- 7) Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization. Ensures the maintenance of accurate and confidential employee records.
- 8) Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance.
- 9) Coordinates Safety/Risk Management employee committee meetings and may act as Safety Director. Investigates accidents and prepares reports for insurance carrier.
- 10) Prepares annual capital and operating budgets for the department. Forecasts funds needed for staffing, equipment, materials and supplies; approves expenditures and recommends budgetary adjustments as appropriate and necessary. Oversees the day-to-day financial management of the department.
- 11) Contracts with outside suppliers to provide employee services, such as temporary employees, search firms, or relocation services
- 12) Provides staff assistance to the County Administrator; prepares and presents staff reports and other necessary or assigned correspondence or reports. Also, provides staff support to assigned advisory boards.
- 13) Works with legal counsel to address employee grievances and other legal human resources issues.
- 14) Attends training, seminars and conferences, professional group/association meetings and conducts research to stay abreast of legislations, trends and innovations in the field of County government.
- 15) Other duties as assigned.

### **III. SKILLS/EDUCATION/OTHER REQUIREMENTS:**

- 1) Excellent communication skills. Demonstrated ability to provide strong leadership, vision and strategic direction.
- 2) Experience in administering employee performance evaluation programs.
- 3) Excellent planning, time management, and decision-making skills.
- 4) Demonstrated experience in analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
- 5) Success in developing and coordinating employee training programs.
- 6) Required Education and Experience
  - Minimum education requires a Bachelor's degree in a related field. Advanced degree preferred.
  - 7 to 10 years of human resources experience. Mix of private and public sector experience preferred.
  - Moderate knowledge of MS Office suite software. Experience in the configuration, implementation and operation of Human Resources/payroll software systems such as ADP or similar system.

### **IV. CERTIFICATIONS REQUIRED:**

- Professional certification in related fields are preferred.

### **V. SUPERVISION:**

Supervises or delegates the supervision of all assigned department personnel.

### ***DISCLAIMER***

*This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required and the responsibilities of the position may change.*