

RECRUITMENT ANNOUNCEMENT

The County of Surry is accepting applications for a **Senior Human Resources Manager**. An employee in this position serves as assistant to the HR department's director in the supervision of the daily operations of the County's Human Resources Department. The position requires performing specialized duties in the planning, organization, and execution of the personnel, recruitment, safety, workers' comp and wellness programs for Surry County employees. The employee will also be responsible for the daily supervision of Human Resources and payroll operations and staff in the absence of the Assistant County Manager and will be involved in all aspects of the department. Duties will include recruitment; policy development and administration; employee relations; classification and pay plan review and implementation; assisting with risk management, safety and wellness programs; assisting departments with personnel functions and compliance; assisting with employee benefits and payroll administration; and report preparation and recordkeeping. The employee should have excellent written and oral communication skills and may be required to make presentations to the Board of Commissioners, the public, and employee groups. Work is performed under the direction of the Assistant County Manager, in accordance with established personnel laws and County policies and procedures. Other duties may be assigned as needed.

JOB REQUIREMENTS: This position requires graduation from a four-year college or university with a major in human resources, business or related field and two years personnel experience; or an equivalent combination of training and experience. Applicants should have working knowledge of the laws, rules, and regulations which govern the human resources management field including recruitment, employee benefits, personnel policy administration, and pay plan review and implementation. Knowledge of County personnel policies and procedures is desired. Applicants should have the ability to communicate effectively in oral and written format, often in group settings; possess excellent composition, spelling, grammatical, and mathematical skills; have good computer skills including the use of Word and Excel; and have the ability to interpret laws and regulations governing the human resources management field. The employee must exercise independent judgment and initiative; have the ability to perform multiple tasks simultaneously, meeting strict deadlines; and have the ability to work well with others, often in stressful situations. The selected applicant will be required to maintain strict confidentiality requirements. Prior supervisory experience is desired. Final candidates will be tested during the interview process.

SALARY RANGE: Grade 73 \$46,164 - \$78,360

Applications will be taken at NC Works Career Center, 541 West Pine Street, Mount Airy, NC (336-786-4169) or Surry County Human Resources until filled. A list of duties and physical demands will be available upon request. In-house applicants should contact Sandra Snow, Assistant County Manager, at 336-401-8202.

SURRY COUNTY IS A DRUGFREE WORKPLACE/EEO EMPLOYER

Date Posted: March 6, 2020

Closing Date: April 13, 2020