



WHITE COUNTY, TENNESSEE

Department: Human Resources
Job Title: Director of Human Resources
Reports to: Financial Management Committee
Annual Salary: \$60,000+ range (*based on experience and credentials*)

Primary Role Function:

The HR Director will be responsible for the development of the newly established HR department with primary responsibilities including, but not limited to, the overall management and leadership of the human resources function for White County Tennessee government and the White County Board of Education. Lead the strategic planning and implementation of human resource programs to include professional and auxiliary staffing, wage and salary administration, leave administration, performance appraisal, employee relations, and benefits. Recommend and implement legally sound and effective human resource management programs, policies, and practices and other related tasks.

Qualifications:

Education: Bachelor's degree in human resources, organizational development or equivalent concentration

Special Knowledge/Skills:

- Knowledge of selection, training, and supervision of personnel
- Knowledge of wage and salary, benefits, and performance appraisal administration
- Knowledge of general and education employment law and hearing procedures
- Knowledge of employee development and succession planning techniques
- Ability to implement effective policy and procedures
- Ability to use software to develop spreadsheets, perform data analysis, and do word processing
- Ability to manage budget and personnel
- Ability to utilize problem solving methodology
- Excellent public relations, organizational, communication and interpersonal skills
- Ability to speak effectively before groups of employees, the school board, or other governmental organizations and agencies

Experience Desired:

- 5 years of progressively responsible experience in human resource related functions and management and/or related public-school administration
- 10 years supervisory/leadership experience

Major Responsibilities and Duties:

Human Resource Department Management

Employment Administration

Compensation and Benefits

Employee Relations

Legal Compliance

Supervision

Budgeting

Record Keeping

Public Speaking/Presenting

Research and Development

Safety

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; frequent district/county wide travel; occasional statewide travel and out-of-state travel

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

How to Apply:

Where: Interested parties should submit a resume to careers@whitecountyttn.gov with "HR Director" in the subject line.

Deadline: Resumes will be accepted until Tuesday, September 22, 2020 at 4:00pm Central Time.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.