



## BEDFORD COUNTY EMPLOYMENT OPPORTUNITY

<b>Title</b>	<b>DIRECTOR OF HUMAN RESOURCES</b>
<b>Department</b>	County Administration / Human Resources
<b>Location</b>	122 East Main Street, Bedford, VA 24523
<b>Hours</b>	8:30 am – 5:00 pm
<b>Description</b>	<p>The Director of Human Resources directs and supervises the County's human resources program. This position plans, organizes, directs, and coordinates the human resources activities of the County. The Human Resource Director formulates operating policies and procedures for the Human Resources Department and the County as a whole. Supervision is exercised over the Human Resource Department staff involved in recruitment, organization development, position classification and compensation, benefit/systems administration, employee records, employee relations and training. Work is performed under the general direction of the County Administrator with latitude for independent judgment and action. A full job profile may be viewed at: <a href="https://www.bedfordcountyva.gov/home/showpublisheddocument/9766">https://www.bedfordcountyva.gov/home/showpublisheddocument/9766</a></p>
<b>Requirements</b>	<p><b>Minimum Requirements Include:</b></p> <ul style="list-style-type: none"><li>• Bachelor's degree with major coursework in personnel management, organizational development, business, public administration.</li><li>• Administrative and human resource management experience.</li><li>• Minimum of seven (7) years related experience in various areas of the Human Resources function, change management and best practices, considerable supervisory experience.</li><li>• Comprehensive knowledge of leadership techniques, principles, and procedures to assign work, supervise, train, and evaluate work.</li><li>• Ability to maintain effective working relationships with employees, department heads, County officials, and the public.</li><li>• Extensive knowledge of theories of human resource management; human resource information systems; trends, and best practices. Considerable knowledge of applicable federal, state, and local employment laws.</li><li>• Proficiency in MS Office. Strong interpersonal skills and the ability to communicate effectively, orally and in writing; lead teams; and facilitate groups.</li><li>• Strong quality and service minded.</li><li>• Ability to work cooperatively in a diverse team and / or independently.</li><li>• Must possess a valid Commonwealth of Virginia driver's license, proof of insurance required to drive on county business, and acceptable driving record.</li></ul> <p><b>Preferred Experience includes:</b></p> <ul style="list-style-type: none"><li>• PHR, IPMA-CP, and/or SHRM-CP certification preferred.</li></ul> <p><b>Bedford County maintains a safe, drug-free workplace for its employees. Drug screening, driving record check, a criminal background check, and previous employer references are required for all positions as conditions of pre-employment.</b></p> <p><b><i>EOE / ADA / Minorities / Females / Vets</i></b></p>
<b>Hiring Range</b>	\$91,567 - \$121,326      Actual salary dependent on qualifications and experience.
<b>Apply</b>	Online: <a href="https://www.bedfordcountyva.gov/jobs">https://www.bedfordcountyva.gov/jobs</a> In Person: Bedford County Administration Building, 122 East Main Street, Suite 202, Bedford, VA 24523 <b>Please provide cover letter, resume, and salary requirements.</b>
<b>Date Posted</b>	May 24, 2022
<b>Deadline</b>	Application review will begin June 17, 2022; however, position remains open until filled.