

COUNTY OF NEWBERRY

COURTHOUSE ANNEX, COLLEGE STREET
POST OFFICE BOX 156
NEWBERRY, SOUTH CAROLINA 29108

VACANCY ANNOUNCEMENT

DIVISION: Administration

JOB LOCATION: Courthouse Annex, 1309 College Street, Newberry, SC 29108

POSITION: Director of Human Resources

HOURS WORKED PER WEEK: Regular Full Time, 40 hours per week

SALARY: Salary to Commensurate Qualifications and Experience

CONTACT PERSON: Christopher Inglese, County Administrator (803) 321-1419

POSITION DESCRIPTION: The Director of Human Resources plans, organizes and directs all aspects of the Human Resources function for Newberry County to include employment, compensation, employee relations, benefit administration, policy, and procedure administration. Administers benefits plan, calculates, and processes biweekly payroll, administers the worker's compensation program, plans and conducts new employee orientation, maintains records of annual leave and sick leave. The Director of Human Resources shall also serve as Risk Manager for the county on all insurance functions and maintain accurate OSHA records and oversee implementation of safety programs.

MINIMUM TRAINING AND EXPERIENCE: A Bachelor's degree in Business Administration, Human Resources, or a related field, or the equivalent. A minimum of three to five years of human resource and risk management experience. Experience in a local or state government human resources and risk management is preferred.

GENERAL INSTRUCTIONS: Cover letters, resumes and applications may be submitted via email to cinglese@newberrycounty.net. This position will remain open until filled. Newberry County Employment Applications may be obtained by visiting www.newberrycounty.net/departments/human-resources or by obtaining a copy at the Administrator's Office, 1309 College Street, Newberry SC, 29108. A resume may be included but will not be accepted in lieu of a Newberry County Employment Application. Applicants indicating college credit, degree(s) or specialized training on the application shall provide an official copy of related documents should they be selected for the position. Newberry County conducts background checks and tests for the use of illegal substances.

THE COUNTY OF NEWBERRY IS AN EQUAL OPPORTUNITY EMPLOYER

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