



# Employment Opportunity

## Jackson County

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*Please post this employment opportunity where all employees have access.*

**Position:** Human Resources Director  
*Permanent Full-Time*

**Department:** Human Resources

**Description of Duties & Responsibilities:** Position completes administrative work in the planning, organizing, managing, and directing the County's Human Resources Department. Considerable emphasis is placed on planning, developing, and directing relatively comprehensive Human Resources Programs including position classification, compensation, recruitment, employee selection, training, benefits administration, employee relations, policies and procedures, performance appraisal system, new employee orientation, employee wellness programs and workplace safety. Work involves considerable discretion and objectives. *Candidates must be willing to relocate to Jackson County if not already a resident.*

**Education & Experience Requirements:** *Minimum:* An bachelor's degree in human resources, business or public administration, or related field and at five years of increasing levels of responsibility; or an equivalent combination of education and experience

*Preferred:* A master's degree in human resources, business, or public administration, or related field supplemented by considerable supervisory and management experience in a government setting and/or professional HR certification.

**Starting Salary:** Dependent on qualifications and experience.  
Grade 32, Minimum Salary: \$58,080.24

Jackson County provides a robust offering of employee benefits including employer paid medical and dental benefits, participation in the Local Government Employees Retirement System, paid leave (vacation, sick, and holiday), employee clinic and wellness program, and supplemental benefit offerings.

Full overview of benefits available at <https://www.jacksonnc.org/employment-opportunities>

**Application Requirements:** Submit a complete State Application (PD107) to either location:

Jackson County	NCWorks Career Center
Human Resources Department	26 Ridgeway St., Suite 2
401 Grindstaff Cove Rd., Suite A-218	Sylva, NC 28779
Sylva, NC 28779	

State applications are available online at <http://www.jacksonnc.org/employment-opportunities> or can be obtained at the Jackson County Human Resources Office or the Sylva branch of the NCWorks Career Center. ***Applications will be reviewed beginning in July.***

**Closing Date:** Open until filled.

*Jackson County is an Equal Opportunity Employer and participates in the federal [E-Verify](#) program. Pre-employment drug screen and criminal background checks are required.*

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**Jackson County Human Resources Department**

401 Grindstaff Cove Road ▪ Sylva, NC 28779

828-631-2212 ▪ 828-631-2266 fax