Employment Opportunity

Jackson County

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
County Manager's Office
401 Grindstaff Cove Rd., Suite A-207
Sylva, NC 28779

NCWorks Career Center
26 Ridgeway St., Suite 2
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.

Jackson County Human Resources Department
401 Grindstaff Cove Road ▪ Sylva, NC 28779
828-631-2212 ▪ 828-631-2266 fax