



Human Resources Director

Washington County offers a full compensation package that reflects how much we value our employees. Please take a look at what you can expect to earn as the **Human Resources Director** during your first year as a full time Employee with Washington County Government:

- ✓ **Six (6) Paid Personal Days**
- ✓ **Ten (10) Paid Vacation Days**
- ✓ **Fourteen (14) Paid Holidays; plus 3 partial paid holidays.**
- ✓ **Fifteen (15) Paid Sick Days**
- ✓ **County and Employee funded Healthcare including Health, Prescription, Dental and Vision Coverage**
- ✓ **County Paid Employee Assistance Plan**
- ✓ **County Paid Life Insurance**
- ✓ **County Paid Accidental Death and Dismemberment Insurance**
- ✓ **County Paid Short Term Disability Insurance**
- ✓ **County Paid Long Term Disability Insurance**
- ✓ **Up to \$2,500.00 Annual Tuition Reimbursement Assistance**
- ✓ **County and Employee funded Defined Pension Plan**
 - **Vested in just five (5) years.**
 - **Credit for Prior Active Military Service and Unused Paid Sick Days.**
- ✓ **An Annual Salary up to \$140,186**

If our **Human Resources Director**, comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position's duties, responsibilities, prerequisites, etc. and apply online today.



JOB TITLE:	Director of Human Resources	GRADE:	19
DEPARTMENT:	Human Resources	FLSA STATUS:	Exempt
REPORTS TO:	County Administrator		

GENERAL DEFINITION OF WORK:

Professional position responsible for planning, implementation, and direction of the Human Resources Department which includes direct supervision of the Human Resources staff. The Director of Human Resources will be responsible for management of EEOC requirements in conjunction with the County Attorney; employee classification and compensation evaluation and management; performance evaluation system management; benefits and retirement administration; labor relations; negotiations and contract administration; employee relations, development, and training; safety and risk management, Health and Wellness programs, and Workers Compensation. Direction is provided by the County Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Collaborate with elected officials, the County Administrator, County Attorney, Chief Financial Officer and the Department of Budget & Finance on a wide variety of issues dealing with County operations.
2. Responsible to ensure that all county staff and elected officials receive training to meet and improve workplace productivity and professional standards.
3. Direct the operation of the Human Resources Department.
4. Review and respond to general correspondence, including preparing correspondence on vendor issues for the County Administrator and the County Commissioners.
5. Maintain open lines of communication with all county staff, elected officials, community organizations and other stakeholders particularly as it relates to issues of Human Resources.
6. Review requests and present recommendations to the County Administrator and Board of County Commissioners on new positions, reclassifications and miscellaneous matters.
7. Participate in County strategic planning process with primary responsibility for recommending organizational changes to the County Administrator and County Commissioners.
8. Develop, revise and update policies, procedures, job descriptions, employee handbook and other requirements specific to Human Resources through collaboration with the County Administrator and County Attorney's office.
9. Prepare items for placement on the Board of County Commissioner's Open and Closed Agendas and present items before the Board of County Commissioners in Open and Closed Sessions.
10. Administer all union contracts, including review and resolution of employee grievances under the direction of the County Attorney. Support collective bargaining procedures and negotiations with bargaining units while at the same time promoting labor-management cooperation.
11. Serve on various committees including; Retirement, Disability, coordinating committees for Request for Proposals, and others as required.
12. Assist Directors and employees through complex performance management issues.

13. Manage compliance related issues for all Federal and state regulations and laws pertinent to Human Resources administration. Including but not limited to: NLRB, EEOC, OSHA, FMLA, and Worker's Compensation matters.
14. Perform related tasks as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge of the philosophy, principles and practices of public personnel administration such as the accepted methods and practices of classification and pay, testing and selection and insurance administration, retirement and other county benefits; comprehensive knowledge of governmental organization and administration; ability to communicate ideas effectively, both orally and in writing; knowledge and ability to bargain union contracts; ability to conduct detailed analytical evaluations and studies, and to prepare related reports and recommendations; ability to establish and maintain effective working relationships with County officials, supervisors, associates and the general public.

EDUCATION AND EXPERIENCE:

Must possess a Bachelor's Degree from an accredited college or university with major course work in Human Resources Management, Business Management, public administration or related field. Master's Degree in a related field preferred.

Human Resources Manager with proven progressive leadership responsibilities. A minimum of 3 - 5 years in a Director role is preferred.

A minimum of 3-5 years of government related human resources experienced preferred.

PHYSICAL REQUIREMENTS:

Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a personal computer, calculator, copier, phone and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

SPECIAL REQUIREMENTS:

Certified Human Resource Professional - PHR or SHRM-CP or ability to receive this certification within 1 year; possession of and ability to maintain a valid Maryland driver's license.

This position requires occasional travel to attend government functions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Human Resources: 5/2019, 7/2019,2/2022

Applicant must be legally authorized to work in the United States and willing to provide unexpired USCIS Form I-9 employment eligibility verification documentation upon request.



Easy Ways to Apply:

- Visit our website at <https://www.washco-md.net/jobs/>
Or
- Complete and email an application to HR@washco-md.net
Or
- Complete and mail Application to:

**Washington County Human Resources Department,
100 W. Washington Street, Room 2300,
Hagerstown, Maryland 21740.**

Internal Candidates are required to use an Internal Application (including resume) when applying.

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V

DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:

*******open until filled*******