

WICHITA COUNTY

Job Announcement



Posting Number: 2020-018

POSITION: Human Resources Director

LOCATION: Human Resources Office
Wichita County Courthouse

SUPERVISOR: Commissioners Court

HOURS: 8:00 a.m. – 5:00 p.m., Monday – Friday (Additional hours may be required)

SALARY: \$3,257.76 - \$4,836.17 per month commensurate with experience as approved by Commissioner’s Court.

POSTING DATE: December 02, 2020

CLOSING DATE: Open Until Filled

► **GENERAL DESCRIPTION:**

The purpose of this position is to direct the administrative functions relating to personnel and safety management, employee relations, organizational training and development, personnel policy development, wellness programs, recruitment, worker’s compensation, FMLA Administration and compliance with all labor relations laws.

► **ESSENTIAL DUTIES:**

- Assists the Commissioners Court and County Department and Office Heads in all areas of personnel management and making recommendations for disciplinary action when asked. Must build and maintain working relationships with all Elected Officials and Department Heads.
- Represents the County’s best interests in dealings with outside agencies on personnel matters to include responding to unemployment claims, participating in unemployment claim hearings, and preparing staff/witnesses for hearings.
- Prepares and posts job announcements, posting with Texas Workforce Commission and other local job agencies, online job announcement websites and providing assistance to prospective applicants.
- Files worker’s compensation claims and all associated paperwork and forms in accordance with applicable laws.
- Administers all aspects of the Family and Medical and Military Family Leave Act, timely and in accordance with the law.

- Develops and recommends revisions and new policies at the Commissioners Court Direction. Disseminates approved policies and manuals when approved.
- Hires, trains and manages office personnel as approved in the budget
- Prepares the annual department budget.
- Maintains and secures all required personnel files and required documentation.
- Implements and manages the county safety, employee of the month and service awards programs.

► **MINIMUM REQUIREMENTS / QUALIFICATIONS:**

- Must have a bachelor's degree and/ or equivalent courses and experience in public administration involving human resources.
- Must carry a SHRM or HRCI certification (SHRM-CP, SHRM-SCP, PHR, and SPHR) or be willing to acquire the certification at your own expense within the first year of employment.
- Minimum of five years human resources experience.
- Must have practical application of principles and practices of personnel management.
- Must have knowledge of practical application of federal, state and local laws, rules and regulations concerning personnel administration in a public employment setting.
- Must be able to speak publicly before Commissioners Court and other local meetings or conferences.
- Must have excellent verbal and written communication skills.
- Must have the ability to work independently with minimal supervision.
- Working knowledge of Time Clock Plus, Word, Power Point, and excel, and the human resourced management system preferred.

► **CONDITIONS OF EMPLOYMENT:**

- Must be able to occasionally move loads weighing up to thirty (30) pounds.
- Perform sedentary work that involves walking, stooping, bending or standing some of the time.
- Must be able to talk and hear with or without assistance.

► **APPLY TO:**

To be considered for employment, please complete the Employment Application found on the Wichita County Human Resources website at http://www.co.wichita.tx.us/Human_Resources/. Please submit your completed Wichita County Employment Application, cover letter, resume, transcript and writing sample to:

**Human Resource Office
Wichita County, Texas
ATTN: Sonya LaBrie
900 7th Street, Room 132
Wichita Falls, Texas 76301
Or email to: Sonya.LaBrie@co.wichita.tx.us**

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Wichita County to recruit, hire, train, and promote persons in all job categories without regard to race, color, national origin, religion, sex, age, or disability. It is the policy of Wichita County to consider qualified individuals according to ADA standards. If notified in advance, requested accommodations will be considered. Final reasonable accommodations will be determined in accordance with ADA standards by departments after appropriate consultation. Rejected accommodations will be documented and retained on file.

TEXAS RELAY: TDD 1-800-735-2989, VOICE 1-800-735-2988. For candidates requesting Braille, Mobility requests, etc., please call (940) 766-8108. HR/ADA Compliance Office, Wichita County Courthouse, 900 7th Street, Room 132, Wichita Falls, TX 76301.