

**TOWN OF MASON**  
**HUMAN RESOURCES DIRECTOR**

The Director of Human Resources is a highly visible position that works closely with the City Administrator, Department Directors, and City Staff in a wide range of projects and operational activities. The Director of Human Resources directs all Human Resource operations and activities for the City, including planning and developing programs and policies, supervising staff, and ensuring the City's compliance with local, state, and federal regulations.

The Director oversees health and welfare benefits administration and risk management and also administers the classification and compensation plans. An additional focus area for this position is the development and oversight of the annual Human Resources and Risk budgets. The Human Resources Director works closely with the City Administrator, City Attorney and Department Directors in making decisions regarding personnel actions such as hiring, promotions, discipline, and counseling City staff.

This position requires a high level of expertise in policy writing, human resource practices, including employee recruitment, interviewing and on-boarding. The person in this position must be knowledgeable in labor relations and management practices as necessary in the completion of daily responsibilities. Extensive understanding of risk management, OSHA, EEO, and ADA regulations and other laws, codes, standards and regulations that relate to work activities. The ability to develop and implement long-term goals for the department as necessary for the promotion of effectiveness and efficiency is a must.

**Qualifications:** The required knowledge, skill, and abilities to satisfactorily perform the duties are normally acquired through a Baccalaureate Degree (Master's preferred) in Human Resources, Business Administration, Educational or Public Administration with 2 to ten (5) years of progressive executive level human resources, management experience (or related); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

Vacancy open until filled.