The City of Spring Hill, TN is soliciting applications for a Human Resources Director. The Human Resource Director designs, delivers and supports human resource solutions to meet management and staffing needs. This position provides tools, concepts and illustrative strategies on issues related to organizational development and staffing; training and development; compensation and benefits; safety, health and risk management; and employee relations. He or she also serves as the Americans with Disabilities Act (ADA) Coordinator, Title VI Coordinator, as well as the Equal Employment Opportunity Administrator. This position manages and directs the work of the Human Resources Staff including an HR Assistant, Benefits/Risk Management Coordinator and Safety Officer, to include prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations. The position prepares and manages departmental and project budgets; forecasts staffing, equipment, and material expenses for budget planning; monitors and controls expenditures; and adjusts budget items as needed.

Bachelor’s degree in human resources, business, or a related field and five (5) to seven (7) years human resources experience, including two years supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Knowledge of applicable Federal, State and local laws, rules and regulations. Public sector human resources experience preferred but not required. **HR certification strongly preferred.**

Please use this link to apply for the position.

https://recruiting.paylocity.com/recruiting/jobs/All/e5bdaa9c-30bb-42c9-9e60-067ea3631ab5/City-of-Spring-Hill

The City of Spring Hill is an Equal Opportunity Employer.