Greene County Human Resources Department
Job Announcement
Human Resources Director

Each day, over 500 full and part time administrative, financial, community development, criminal justice, corrections, emergency services, highway, solid waste management, human services and other direct support professionals give their very best to ensure that our community members and visitors receive the local government services and support they need to live, work and play in Greene County.

This is an important professional and administrative position responsible for directing Human Resources services, policies, and programs for all of Greene County Government. The incumbent directs oversight of areas such as staffing and employment; compensation and benefits administration; staff training, development and performance management; labor and employee relations; regulatory compliance; and policy development. The incumbent serves on the executive management team, and assists and advises department heads and supervisors on HR and employee/labor relations matters. The incumbent coordinates implementation of services, policies, and programs by exercising supervision over professional and support staff within the Human Resources department. Work is performed under the general direction of the County Administrator, with wide latitude and independent judgment allowed for carrying out the duties of the position. Does related work as required.

This position requires comprehensive knowledge and experience in administering Human Resources issues, programs, practices and procedures; thorough knowledge of laws, rules and regulations pertaining to Human Resources administration and compliance; good knowledge of employment law, staffing and employment, compensation and benefits administration, employee and labor relations, and staff training and development; good organizational skills; working knowledge of a union environment; skill in the use of Microsoft Windows and various programs and spread sheets; ability to communicate effectively both orally and in writing; ability to train and supervise the work of others; ability to work effectively with employees, department heads, retirees and the general public; ability to maintain a high level of confidentiality; good judgment, tact and courtesy.

MINIMUM QUALIFICATIONS:
Graduation from a regionally accredited or New York State registered college with a Bachelor’s degree in Human Resources Management, Industrial and Labor Relations, Public Administration, Business Management, or related business field, and eight (8) years of full time experience in a human resources position, which shall have included progressive leadership or supervisory responsibilities.

THE FOLLOWING ARE PREFERRED, BUT ARE NOT REQUIRED IN ORDER TO MEET THE MINIMUM QUALIFICATIONS AND CAN BE ASCERTAINED DURING THE INTERVIEW PROCESS:

- Active affiliation with appropriate Human Resources networks and organizations
- Human Resources certification

SPECIAL REQUIREMENT:
Possession of a valid New York State driver license is required at the time of appointment, and must be maintained throughout employment

Qualified candidates must submit a resume and cover letter to the Greene County Human Resources Director, 411 Main Street, Catskill, NY 12414 or hr@discovergreene.com by or before April 30, 2020.

NOTE: Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a drug screen and background check.

Greene County is an Equal Opportunity Employer