

Taney County Commission is now accepting applications for the following job. The deadline is Friday, June 17th at 5:00 p.m. Resume's may be mailed to P.O. Box 1086, Forsyth, Missouri, 65653, or emailed to commission@co.taney.mo.us or dropped off at the Commission Office, 132 David Street, Forsyth, Mo.

POSITION: Director of Human Resources

REPORTS TO: Taney County Commission

SUMMARY: Promote and implement human resource values by planning and managing human resources programs in Taney County.

PRIMARY RESPONSIBILITIES:

1. Plans, organizes and directs the overall operations of the Human Resources Department, including monitoring expenditures.
2. Plays an intricate role in developing, maintaining and implementing policies and procedures for all Taney County employees.
3. Guides Elected Officials and Departments Heads, as well as employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicating and enforcing organization values.
4. Oversees employment recruitment and supervises preparation of job postings and advertisements.
5. Administers & conducts employee evaluations.
6. Maintains up to date employee files.
7. Coordinates drug screening services on a random basis.
8. Provide training for departments and confer on specific human resource issues.
9. Participation in additional projects and tasks, as assigned by the Taney County Commission.

CRITERIA/SKILLS REQUIREMENTS:

1. Knowledge of County, State and Federal statutes, codes and regulations relating to Human Resources.
2. Excellent time management and organizational skills.
3. Minimum five years management experience; prior governmental setting is helpful.

SALARY:

\$42,000 - \$60,000 DOE/DOQ

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