

## **Dawes County Human Resources Director**

35 hrs week – compensation will be based on experience and education.

### **Description:**

Manage a range of activities related to the administration of policies and practices in the areas of employee relations, benefits, recruitment, retention, and training.

Responsible for the functional components of human resources, specifically in the areas of organizational effectiveness, employee relations, training, and recruitment.

Benefits administration – new hire orientation, benefit eligibility and enrollment, employee FMLA leave.

Participate in or manage the problem-solving complaint procedure, which encourages employees and managers to air specific job-related problems. This includes maintaining an open-door policy for all employees.

Ensures compliance with all state and federal discrimination and employment regulation.

Coordinate incentive programs and employee activities

Perform other duties as assigned or as become evident.

An application packet and full job description can be picked up in person and at the Dawes County Clerk's Office located on the main floor of the courthouse at 451 Main St. Return all application packets/resumes to the same.

For more information or to request a reasonable accommodation call 308-432-0100. Dawes County is an Equal Opportunity Employer. This position is subject to veteran's preference.

Position will be open until filled.