



Town of Mooresville

Recruitment Announcement

March 25, 2009

Position: Director of Human Resources

Department: Administration

Salary Range: \$64,585 - \$101,008

Application Deadline: April 24, 2009

Description:

An employee in this position plans, organizes, develops, and implements a variety of personnel programs designed to help the Town achieve its mission and vision. Functions include compensation, employee relations, training and development, recruitment and selection, benefits, performance evaluation program, and personnel records managements. Work requires an understanding of organizational development, human behavior, the laws and regulations affecting the human resources management field, considerable judgment and initiative in the development of programs and policy interpretation and application and sound judgment in maintaining confidentiality regarding personnel action..

Minimum Requirements:

Graduation from a four year college or university with a major in personnel, business or related human service field and considerable experience of a progressively responsible nature in personnel management; or an equivalent combination of education and experience. Masters degree in Public Administration preferred.

Hours:

8:30 AM – 5:00 PM

Other Information:

This position reports to Town Manager.

How to Apply:

Applications will be accepted at the Human Resources Department, 413 N. Main Street or NC Employment Security Commission, 470-A N. Broad Street, Mooresville, NC. Applications can also be downloaded from the website: www.ci.mooresville.nc.us. Resumes will NOT be accepted in lieu of a Town of Mooresville application and applications will NOT be accepted after the closing date.

Benefits:

Paid Leave; 11-12 paid holidays; excellent medical, dental and vision insurance; local government retirement; 401(k); life insurance; flexible spending accounts; direct deposit.

An Equal Opportunity Employer