

JOB ANNOUNCEMENT

The County of Medina, Texas, is accepting applications for the position described below:

JOB TITLE: Director of Human Resources

GENERAL STATEMENT OF DUTIES: This is a responsible position, which involves independent judgment and requires maintaining confidentiality. Duties include oversight of recruitment, payroll, workers compensation, benefits and policies and procedure responsibilities under the direction of the Medina County Judge. The successful candidate must be willing and able to foster successful business relationships with County employees, department heads, and elected officials; third-party benefit vendors; and the general public. This person must also be responsible for providing and execution of day-to-day HR activities.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Current management experience preferred. Knowledge of office practices and procedures; advanced knowledge of wide-ranging employee benefits including but not limited to medical, supplemental insurance products, and retirement/pension plans; advanced knowledge of state and federal labor laws; ability to establish and maintain complex records and files; ability to deal calmly and effectively with day-to-day tasks and requirements; ability to adapt to changeable daily workload; ability to communicate effectively both orally and in writing; ability to use all Microsoft office applications with ease;

ACCEPTABLE EXPERIENCE AND TRAINING: Bachelor's degree in related business field, with at least 4 years' experience in similar setting, preferably in a government setting or equivalent combination of education and experience.

BEGINNING SALARY: Based on experience/qualifications.

CLOSING DATE: Until a sufficient pool of applicants is collected.

Applications will be accepted at the Medina County Human Resource Office between the hours of 8-12 and 1-4 Monday through Thursday and Friday's 8-12 and 1-3. County application forms must be used. Forms or additional information can be obtained by contacting:

Medina County Human Resource Office
1300 Ave M, Room 130
Hondo, TX 78861
(830) 741-6111 ph, (830) 426-3811 fax
www.medinacountytexas.org

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