

Human Resources Director

The City of Hamlet is currently seeking a Human Resources Director. This position plans, organizes, develops, and implements a variety of personnel functions. Work includes, but is not limited to employee recruitment, background and drug testing and new hire orientation; administering the City's health benefits program and retirement plan; maintaining personnel records; development and implementation of personnel policies; processing worker's compensation claims; managing time-off records and FMLA; handling the City's retirement program; responding to employment verification requests and unemployment claims; and ensuring compliance with Federal, State, and local requirements on all related HR matters. Must possess excellent oral and written communication skills, as well as public speaking. Bachelor's Degree in human resource management, business administration or a related field with considerable experience in human resources required, preferably in local government, or equivalent combination of education and experience. Must have a valid driver's license and pass physical, background check, & drug screen. Salary range is \$53,107 - \$79,661. Submit employment application and resume to Edna Miles P.O. Box 1229 Hamlet, NC 28345 or to emiles@hamletnc.us. Applications may be obtained from Hamlet City Hall 201 Main St or online at www.hamletnc.us. First review of applications will take place on November 7, 2022. Position open until filled. EOE