

Warren County Human Resources  
602 West Ridgeway Street  
P.O. Box 619  
Warrenton, NC 27589



Monday - Friday 8:30am to 5:00pm  
Telephone: (252) 257-3574  
Facsimile: (252) 257-5971  
warrencountync.com

## **EMPLOYMENT OPPORTUNITY**

### **WARREN COUNTY**

### **Human Resources**

**POSITION:** Human Resources Manager

**DUTIES:** Plans, directs & administers the human resources functions in the areas of recruitment, benefits, classification/compensation & employee relations; develops, recommends, interprets & enforces human resources policies/procedures & ensures compliance with Federal, State & Local government regulations; supervises a Human Resources Technician; oversees processes such as position advertisements, drug tests, references, employment offers, new hire benefits orientation, etc.; manages the benefits program for health, dental, vision & life insurance, flexible spending account plan, unemployment compensation & retiree health insurance; provides support & assistance dealing with employee issues, problems & discipline; participates in negotiating insurance renewals & coordinates open enrollment process; performs related duties as required.

**EDUCATION/EXPERIENCE:** Any combination of education & experience equivalent to graduation from an accredited college or university with major course work in Personnel Management, Organizational Psychology, Business or Public Administration or related field & considerable professional experience in Personnel Management. Preference will be given to candidates with a Master's Degree, HR certifications (i.e. SHRM, PHR, SPHR) & prior local government experience.

**NOTE:** Great opportunity for professional development and growth! Warren County recently updated our Personnel Manual, so further developing personnel policies and modernizing practices will be a priority.

**SALARY:** \$54,761 - \$84,879 annually

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Warren County applications will be accepted **UNTIL FILLED** at the Division of Workforce Solutions, formerly the Employment Security Commission, 210 West Ridgeway, Warrenton, North Carolina 27589 or at the Human Resources Department, 602 W. Ridgeway Street, Warrenton, NC 27589. Applications are available at [www.warrencountync.com](http://www.warrencountync.com).

*Warren County is a drug free workplace. Positions designated (\*) as Safety Sensitive require pre-employment drug testing. In compliance with the Immigration Reform and Control Act of 1986, Warren County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.*

**Warren County is an Equal Opportunity Employer**