

Kaufman County Job Opening

Job Title: Human Resource Director
Department: Human Resources
Location: Kaufman
Supervisor: County Judge/Commissioner's Court
OPEN: Thursday, July 21, 2016

FLSA Status: Exempt
Fulltime
Salary: based on experience
CLOSED: Until filled

SUMMARY: This position is responsible for the proper operation and management of the Human Resources Department by ensuring all activities are conducted in compliance with laws, regulations and the best practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage and process worker's compensation claims, property claims, automobile claims, and general liability claims.
- Organize and Plan training programs for all county employees.
- Oversee the benefits programs.
- Present proposed changes to Commissioner's Court during budget season to renew contracts for all benefits.
- Manage Human Resources budget as well as other line items pertaining to functions of Human Resources.
- Manage the hiring process for all new employees: announce positions, collect resumes, conduct background check, new employee orientation, etc.
- Develop Job Descriptions for all County employees.
- Write and maintain all policies for Kaufman County.
- Advise all Elected Officials, Department heads and supervisors on employee relations.
- Administer the retirement program for all county employees.
- Executive Sponsor for Health County Program; organize and plan programs and incentives to encourage employees to live a healthier life.
- Address Commissioner's Court on Human Resource programs, policies and reports.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

- College Degree in related field preferred.
- Three (3) to five (5) years prior experience with various functions of Human Resources Department.

Knowledge, Skills and Abilities:

- Knowledge of Principles of Human Resources management.

- Knowledge of applicable laws, codes and regulations as related to the operation of the County.
- Knowledge of basic auditing and accounting fundamentals.
- Ability to function independently, exercise good judgment, manage multiple projects, work under pressure in a high volume office, produce accurate work, and meet established deadlines.
- Ability to work in a safety-conscious environment and to follow and promote good safety practices.
- Ability to handle exposure to potentially hostile individuals.
- Experience working with Microsoft Office applications such as Outlook, Word and Excel, as well as other computer applications.
- Ability to operate a variety of office machines, such as fax, copier, 10 key by touch.
- Ability to communicate clearly both orally and in writing.
- Ability to maintain confidentiality.
- Ability to organize.
- Must be detail oriented.
- Ability to establish and maintain effective working relationships with other county employees, officials, and the general public.
- Must be mature, dependable, and resourceful.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid Texas driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position involves sitting at a desk or other workstation, typing, filing, making copies, standing and communicating to other county personnel, elected officials, and the general public. May be occasionally required to lift, carry, push, pull, or move objects weighing up to 20 lbs.

WORK ENVIRONMENT:

Work is primarily indoors in an environmentally controlled room, smoke free office.

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

HOW TO APPLY:

Applications must be received by 4:30 pm on the closing date either by hand delivery, mail or email.

Kaufman County Human Resources
 Kaufman County Annex
 100 North Washington Street
 Kaufman, TX 75142
employment@kaufmancounty.net

Applications are available on the Kaufman County website www.kaufmancounty.net or at the Kaufman County Human Resources Office.

Job offers are contingent upon successful completion of a background check, driving record and a pre-employment drug test.