



*"People to match our mountains."*  
Buncombe County, North Carolina

## **Buncombe County, North Carolina is seeking a Director of Human Resources.**

*The community* boasts unparalleled aesthetic beauty in tandem with established and ever growing cosmopolitan amenities. With a population of nearly 260,000 people and spanning 660 square miles, Buncombe County is the perfect intersection of mountain charm and creature comforts. Asheville is the county seat, and there are five other municipalities as well as a diverse mix of unincorporated areas. Here you'll find a unique mix of urban and rural communities, all a short drive from cities such as Charlotte, Atlanta, Knoxville, and more. Buncombe is known for its natural beauty and is surrounded by multiple national parks. An evening drive on the Blue Ridge Parkway is an unforgettable scenic trip with breathtaking views of our majestic mountains.

More than 225 years old, Buncombe County has compiled an impressive roster of historically notable visitors and residents such as George Vanderbilt, E.W. Grove, Thomas Wolfe, F. Scott Fitzgerald, and others whose imprints are scattered throughout the county. The iconic Biltmore House is the country's largest privately owned residence, still owned by George Vanderbilt's descendants and receives more than one million visitor every year.

Buncombe County is home to two innovative public school systems, charter schools, a community college with diverse offerings, private colleges, and the University of North Carolina at Asheville.

Whether it be venerable institutions or up-and-coming businesses, Buncombe County has the infrastructure, outdoor amenities, and quality of life that continues to attract top-notch talent from around the world.





## The Position: Human Resources Director

Buncombe County seeks a highly progressive and innovative human resources professional to serve as its next Director of Human Resources.

This position reports directly to the County Manager and is a key member of the executive team and leading a comprehensive range of human resources services for a workforce of more than 1,600 employees. This person will lead the County's recruitment and retention efforts, benefits/employee health strategies, compensation administration, and organizational development initiatives, and ensure compliance with state and federal laws and regulation. The individual must be a strategic thinker and consensus builder who can bring strong leadership and communication skills, modern and innovative management practices, and business acumen to this critical position.

The primary purpose of this position is to serve as a strategic leader for the Buncombe County Human Resources Department, leading effective personnel programs and strategies under the general supervision of the County Manager and in compliance with state and federal laws and regulations.

### **Essential functions:**

- Plan, organize and administer comprehensive programs and services for County-wide recruitment and retention, employee training and development, benefits administration, classification and compensation, and employee relations.
- Ensure compliance with all employment laws, personnel ordinances, and policies through effective leadership and guidance.
- Develop strategy and drive implementation of HR activities, through effective leadership and guidance that creates employee engagement and improves the organization's success.
- Develop and maintain a culture of employee recognition that aligns with the goals and objectives of the organization.

- Oversee the development and administration of personnel policies, programs, rules, and regulations that govern all County employees.

### **Knowledge, Skills, Abilities, and Other Abilities:**

- Extensive knowledge of local, state, and federal regulations and statutes and demonstrated ability to establish operating standards and procedures to ensure compliance.
- Extensive knowledge of the principles and practices of public personnel administration, county government operations, organizations, procedures and policies.
- Thorough knowledge of personnel and management principles, practices and techniques as they relate to the administration of manpower resources and planning, position management, staff development and training, policy development and administration, employee relations, and related personnel and management functions and services.
- Knowledge of principles, concepts, and practices of organizational management.
- Knowledge of leadership principles, practices and techniques including how to delegate authority and assign work, how to deal effectively with difficult employees, how to evaluate performance and to participate in disciplinary actions, and ability to mentor new supervisors.
- Ability to interpret rules and regulations, internal and external to the organization.
- Ability to develop and maintain professional working relationships in complex and/or difficult situations in order to achieve organizational goals.
- Ability to respond to and resolve difficult and sensitive citizen/employee inquiries and complaints.
- Ability to deliver effective presentations, reports, and policies to managers, boards, commissions, civic groups, County Commissioners and the public.
- Exemplary skill in written and verbal language with the ability to communicate respectfully, clearly and concisely.
- Skill demonstrating a high level of integrity, commitment and work ethic.

### **Duties, Responsibilities, and Other Functions:**

- Maintain the County's personnel ordinance and policies and make recommendations to the County Manager concerning appropriate revisions; appear before the Board of County Commissioners to explain proposed changes to county regulations, policies or programs.
- Oversee the processing, maintenance and security of all applicant and personnel transactions, records, and files.
- Monitor and enforce personnel actions in accordance with established rules, regulations, state and federal laws, and Fair Labor Standards Act compliance.
- Direct and manage employee relations programs.

- Establish department objectives and priorities that align with Buncombe County's strategic plans and goals.
- Administer the County's benefits program; negotiate benefit offerings, provide ongoing communication to employees, implement and oversee benefit changes, and review and update related policies to remain competitive in the market.
- Ensure the County's Position Classification plan is maintained to reflect duties, responsibilities, qualifications, and other related factors used for proper classification and allocation of positions.
- Develop and manage a performance based evaluation system and ensure effectiveness of the performance review tools, staff training and consistent delivery of the process.
- Maintain a systematic, consistent recruitment program to promote equal employment opportunities, and to identify, attract and retain the most qualified applicants for employment with the County.
- Work with appropriate staff to analyze the personnel needs of departments and make final recommendations for reorganizations, additional staff or personnel changes.
- Exercise direct supervision of staff within the HR Department.
- Provide professional advice and assistance on matters related to human resources administration and management to proactively protect the interests of the County.
- Assist management in consultation with the County Attorney, in administering appropriate disciplinary procedures; review written warnings and dismissal letters for department directors to ensure compliance with legal requirements.
- Perform and/or direct the creation of analytical studies, review findings, evaluate alternatives and prepare reports and presentations as necessary.
- Manage the annual preparation and ongoing administration of the Human Resources departmental budget.
- Serve as a member of the County Leadership Team and actively participate in the strategic planning, design and management of service delivery.

**Minimum education, training, and/or experience:** Bachelor's degree in public, business, or personnel administration or related field, preferably supplemented by a Master's degree in human resources, personnel management, or closely related field and five years of progressively responsible experience in public personnel administration and management, or an equivalent combination of education and experience. The ideal candidate will have demonstrated proficiency in multiple areas of human resource management.

**Department:** County Administration

**Location:** Asheville, NC

**Job Posting End Date:** 10/01/2019

**Compensation:** The hiring range is \$99,521.77 - \$164,210.92. The County offers a competitive salary and excellent benefits depending on qualifications. To apply, visit [buncombecounty.org/jobs](https://www.buncombecounty.org/jobs)

