

Rush County Human Resources Director

Rush County Commissioners are seeking a Human Resources Director. Responsible for supporting and providing consultation and guidance on the personnel needs and issues of each county office/department. Job duties shall include functions involving human resources administration; wage and salary issues; personnel policies; safety issues and programs; compensation packages; new employee hiring, processing, and orientation; employee benefit programs; performance appraisals; budget preparation; and employee grievances, discipline, and termination.

Qualifications: Baccalaureate degree in Public Administration with at least five years experience in Public Administration Management is preferred. Requires computer experience, and previous experience in County Government is preferred. Thorough knowledge of local, state, and federal public employment regulations and requirements; public employer labor practices and procedures; principles and practices of insurance, benefits, and salary administration in public sector; and various State and Federal programs such as FLSA, FMLA, ADA, Workers' Compensation, and Unemployment Insurance.

Salary dependent on qualifications and experience. Submit cover letter, resume including salary history, and references to **Rush County Human Resources 101 E. 2nd Street, Room 208 Rushville, IN 46173** or email to tpersonett@rushcounty.in.gov. Information should be received by the Rush County Human Resource Director before November 10, 2023.

Equal Opportunity Employer