

City of Gaffney



Job Posting - HR Director

The City of Gaffney is searching for a qualified individual to fill our HR Director position. The City has approx. 150 FTE's and provides all eligible employees with PEBA Insurance. Payroll is processed Bi-Weekly. The HR Department has one HR Clerk who assists with benefits and payroll.

General Duties include:

- Direct and supervise the personnel systems of the organization, including classification, compensation, recruitment, selection, labor relations, and training.
- Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Recruits, interviews, and assists in the selection of employees to fill vacant positions.
- Plans and directs implementation and administration of benefits programs designed to insure employees against loss of income due to illness, injury, layoff, or retirement.

Desired Qualifications:

- Bachelor's degree in Human Resources, Public Administration, Business management or a closely related field, and five (5) years of human resources experience, or any equivalent combination of education and experience.
- Proficient in Microsoft Office and ability to use and navigate multiple software and reporting sites.

Salary and Benefits:

- Excellent benefit package includes enrollment in The State Health Plan with 100% coverage for employee medical and basic dental insurance. Additional coverage offered at discounted rates. Twelve (12) paid holidays, PTO accrual, SCRS Retirement and more.
- Salary based on qualifications and applicable certifications.

If additional information is needed, please contact ddyer@cityofgaffney-sc.gov.

Application package must include the following: Application, resume, and cover letter to include salary requirements. Additional certifications may be attached.

Applications can be obtained online @ <http://www.getintogaffney.com/employment-opportunities/> or at Gaffney City Hall, 2nd Floor.

The completed package must be submitted in person or via email to ddyer@cityofgaffney-sc.gov
Gaffney City Hall, Second Floor
201 N. Limestone Street, Gaffney, SC 29340
P.O. Box 2109, Gaffney, SC 29342 (mailing)

Position open Feb 4, 2019 until filled. First review of submitted applications will be Feb 15, 2019.