



Edgecombe County is accepting applications for a **Human Resources Director** to perform difficult professional and intermediate administrative support work planning, directing and implementing the County's human resources and personnel process and system, ensuring compliance with local, state and federal regulations, preparing and maintaining personnel records and files, and related work as apparent or assigned. Work is performed under the general direction of the County.

Essential duties include updating personnel and salary changes in personnel and payroll system, administering new employee benefits orientation and enrollment and exit program, maintaining classification and pay system for all county positions, managing the recruitment and selection process for general county departments including advertising, reference checking, drug screening and criminal background checks, maintaining official and permanent personnel files for all employees. Serves as the wellness coordinator and other related duties as assigned.

Bachelor's degree in business administration, public administration, human resources management, or related field and moderate experience human resources, business management, or equivalent combination of education and experience. Valid driver's license in the State of North Carolina.

Salary: \$48,169

Closing Date: Open Until Filled

Applications available at the Edgecombe County Manager's Office, 201 St. Andrew Street, Tarboro, NC or online at www.edgecombecountync.gov. PRE-EMPLOYMENT SCREENINGS AND E-VERIFY REQUIRED. AA/EOE.