



HANOVER COUNTY GOVERNMENT POSITION DESCRIPTION

Assistant Director of Human Resources
(28090)

Department of Human Resources
PO Box 470
Hanover, VA 23069
Telephone (804) 365-6075
Facsimile (804) 365-6334

Department of Human Resources
(27)

Revision Date: January 2008

General Description: This is an executive level professional position. The incumbent performs complex administrative tasks to assist with the implementation and direction of the County's Human Resources programs.

Organization: The Assistant Director of Human Resources reports to the Director of Human Resources and supervises one (1) Human Resources Analyst. The incumbent has indirect supervisory responsibility for all employees in the Department of Human Resources.

Essential Functions:

- Assists the Director of Human Resources in the development, revision and implementation of policies and procedures.
- Provides consultation to supervisory employees related to Human Resources policies, programs, and issues.
- Serves as Coordinator of the County's Training & Development program.
- Conducts sessions for supervisors.
- Ensures the completion of the annual Salary Survey and related projects.
- Takes the lead on classification of positions.
- Authorizes personnel transactions such as advancements and new hires.
- Supervises staff and completes related paperwork.
- Performs related work as assigned.

Working Conditions:

- A. Hazards
 - None Known
- B. Environment
 - Office
 - Field – Travel may be necessary in order to perform essential functions.
- C. Physical Effort
 - Minimal
- D. Exempt
 - No Compensatory Leave Accrual

Knowledge, Skills and Abilities: Knowledge of the principals and practices of personnel administration, required. Must be able to plan, coordinate, and evaluate the effectiveness of Human Resources programs. Effective written and oral communication skills. Must be able to establish and maintain effective working relationships with others.

Education, Experience and Training: Bachelor's degree (preferably in Human Resources) required with at least five (5) years of progressively responsible related experience, including supervision – **OR** – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

Special Conditions:

- Valid Commonwealth of Virginia Driver's License
- Criminal Records Check, including fingerprinting
- Work beyond normal work schedule
- Twelve-month probationary period