



GRADY COUNTY BOARD OF COMMISSIONERS

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District 2

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District 4

J.C. (Buddy) Johnson
County Administrator

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District 3

October 28, 2018

Job Vacancy Announcement

Position: HUMAN RESOURCES / DIRECTOR

Full time

Minimum Qualifications: 5 Years minimum experience in Human Resources or a related field and 3 years experience in a supervisory capacity and a High School diploma or equivalent.

Preferred qualifications: Associate or higher degree in the HR or closely related field from an accredited College or University system.

The Human Resources Director guides and manages the overall provision of Human Resources services, policies, and programs for Grady County employees. The Human Resources Director originates and leads Human Resources practices and objectives that will provide an employee-oriented; high-performance culture that emphasizes empowerment, quality, productivity, and standards; goal attainment, and the recruitment and ongoing development of a superior workforce. **The Human Resource Director position will also be appointed to the County Clerks Position by the Grady County Board of Commissioners. The Human Resource Director will report directly to the County Administrator.**

Responsibilities include but are not limited to:

- **Recruiting and staffing; organizational departmental planning; and improvement systems; organization development; employment and compliance with regulatory concerns regarding employees; employee onboarding, development, needs assessment, and training; policy development and documentation; employee relations; company-wide committee facilitation; company employee and community communication; compensation and benefits administration; employee safety, welfare, wellness, and health; charitable giving; employee services and counseling.**

Applicants must submit their resume' including 3 references to the Attention of Mr. Buddy Johnson at the Grady County Commissioners Office at 250 North Broad Street, Cairo, Georgia, 39828 by 5 P.M. (EST) by November 21st 2018.

The Grady County Commissioners Office does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need."

Hall, Booth, Smith P.C., County Attorney

HR Director – VACANT

VACANT, Finance Director