



## **Human Resources and General Administration Job Description**

### **General Summary of Duties:**

This position will plan, direct, and coordinate the administrative functions for the employees of the County. They oversee the recruiting, interviewing, and hiring of new staff; consult with the Administrator on strategic planning; and serve as a link between an organization's management and its employees. They will also assist with all duties and functions within the Administration Office as needed. These duties may require assisting with finance duties, filing, reporting, policy writing and any other duties as requested. This would depend on the skills of the applicant chosen for this position.

### **Position Requirements**

- Work as part of the administration team to coordinate the Counties recruitment and selection process and help continually improve the HR Department functions and process
- Provide training to all levels in the organization related to ethics, diversity and other HR related subject matter
- Investigate and follow-up on employee complaints and concerns.
- Advertise, promote and process all available positions and applications at the County. Lead or assist with interviews as each department requests.
- Work as a team with the Administrator and finance to assist with cross training in all administrative departments
- Help the County Attorney process legality issues related to human resources.
- Assist supervisors and managers from all levels and departments to track employee advancement and salary re-classifications.
- Assist the administration team with researching, developing, and maintaining relationships with key resources/contacts for recruitment and staffing activities
- Prepare and/or revise position descriptions and requisitions as requested by supervisors and track and update employment log per EEO requirements
- Assist and / or conduct meetings with various organizational levels to stimulate and provide cross - functional support and communication
- Assist in the communication and administration of employee benefit plan changes or new programs

- Provide human resources representation and employee relations support for client groups.
- Assist the Administration office in all duties, filing, data entry and general office duties as needed.
- Ability to compose and post articles, advertisements and County updates on the County website.
- Complete other duties as assigned

**Qualifications:**

- Must work safely & promote the safe behavior in others
- Degree or experience in Human Resources, Business, or related field.
- Leadership and teamwork skills
- Ability to treat all information as confidential. Demonstrate a track record of establishing trust, effective collaboration, credibility, and influence at all levels of management and supervisors
- Organizational skills: must be very detail oriented, accurate, and organized
- Interpersonal skills: ability to work effectively with all organizational levels
- Communication skills: strong ability to communicate effectively verbally and in writing
- Requires initiative, creativity, results orientation, good people judgment and good analytical skills
- The skill to multitask and manage multiple projects simultaneously
- Proficient skills on Microsoft Windows applications. Access experience desirable
- Excellent verbal & written communication skills

**Minimum Salary:**

Depending on experience

You may download application from [www.riograndecounty.org](http://www.riograndecounty.org)

Or Pick up at **Human Resources 925 6<sup>th</sup> Street, Room 200, Del Norte, CO 81132**

You can drop off application at address above or email completed application to [Tslater@Riograndecounty.org](mailto:Tslater@Riograndecounty.org)