

RUTHERFORD-POLK-McDOWELL DISTRICT HEALTH DEPARTMENT

VACANCY ANNOUNCEMENT

**PERSONNEL DIRECTOR
POSITION NUMBER: 535-18-201**

SALARY GRADE:

SALARY RANGE: \$49,542 - \$55,193 per year (hiring range)

LOCATION: Rutherford (However, may be required to work in McDowell and/or Polk Counties)

DESCRIPTION OF WORK:

The primary purpose of this position is planning, organizing and directing the professional management and operation of the Personnel Department of Rutherford-Polk-McDowell District Health Department. This includes recruitment and selection, benefit administration, position classifications, wage and salary administration, employee orientation, exit interviews, training, employee benefits, employee relations, grievance and appeal procedures, worker's compensation, EEO, FLSA, and ADA.

MINIMUM EDUCATION AND EXPERIENCE:

Graduation from high school and five years of progressively responsible administrative work including at least two years of experience in administering a personnel program(s) for a work unit or in a personnel office, preferably related to the area assigned to the position; or, graduation from a four year college or university and one year of experience in administering a personnel program(s) for a work unit or in a personnel office, preferably related to the area assigned to the position; or an equivalent combination of training and experience. Preference will be given to those that are certified as a PHR, SPHR or IPMA-CP.

APPLICATION PROCESS:

To apply for this position, submit the required NC state application (PD-107) to the Rutherford-Polk-McDowell District Health Department Personnel Department, 221 Callahan-Koon Road, Spindale, NC 28160. Applications can be downloaded at www.rpmhd.org/hr/employment and e-mailed to personnel@rpmhd.org or faxed to (828) 287-6059. This position will remain open until filled.

Rutherford County Health Department
221 Callahan-Koon Road
Spindale, NC 28160
818-287-6100-Health Dept
828-287-6101-Administration
828-287-6059-HD FAX

Polk County Health Department
161 Walker Street
Columbus, NC 28722
828-894-8271-Health Dept
828-894-8678-HD FAX

McDowell County Health Department
140 Spaulding Road
Marion, NC 28752
828-652-6811-Health Dept
828-652-9376-HD FAX
828-652-2019-EH FAX