

## Open Position at the County of Waldo: Human Resources Director

### Job Overview

We are seeking a dynamic and experienced Human Resources Director to lead our HR department. The ideal candidate will be responsible for developing and implementing HR strategies that align with our organizational goals. This role requires a deep understanding of employment labor laws, performance management, and various HR systems. The Director of Human Resources will play a crucial role in fostering a positive workplace culture, enhancing employee engagement, and ensuring compliance with all HR regulations.

### Duties

- Develop and execute HR strategies and initiatives aligned with the overall business strategy.
- Manage payroll processes
- Administer employee benefits programs, including workers' compensation and leave management.
- Utilize data analysis skills to assess workforce trends and inform decision-making.
- Ensure compliance with employment labor laws and regulations at state, and federal levels.
- Provide guidance on employee relations issues, conflict resolution, and disciplinary actions.
- Collaborate with senior leadership to promote a positive organizational culture.

### Qualifications

- Bachelor's degree in human resources management or related field; master's degree preferred.
- Proven experience in an HR leadership role with a strong understanding of HR best practices.
- Strong data analysis skills to interpret metrics and drive strategic initiatives.
- In-depth knowledge of employment labor laws and compliance requirements.
- Exceptional communication and interpersonal skills to effectively interact with employees at all levels.
- Ability to manage multiple priorities in a fast-paced environment while maintaining attention to detail.
- Strong problem-solving skills with a proactive approach to addressing challenges.

Join our team as the Human Resources Director where you can make a significant impact on our workforce while driving organizational success!

**Job Type:** Full-time

### Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Paid time off

### Schedule:

- Monday to Friday

**Work Location:** In person at Human Resources Office, 39B Spring Street, Belfast, Maine

Please include a cover letter, resume', and completed County of Waldo application which can be found on the County's official website at [www.waldocountyme.gov](http://www.waldocountyme.gov). Please email to [personnel@waldocountyme.gov](mailto:personnel@waldocountyme.gov)