

## WHITLEY COUNTY GOVERNMENT

**POSITION:** Coordinator/Human Resources Director  
**DEPARTMENT:** Commissioners  
**WORK SCHEDULE:** 8:00 a.m. – 4:30 p.m., M-F  
**STATUS:** Full-time  
**FLSA STATUS:** Exempt

Incumbent serves as Coordinator/Human Resources Director, responsible for coordinating the planning, development, implementation and administration of personnel programs, policies, procedures and related areas.

### **DUTIES:**

Supervises and directs assigned personnel, including periodically analyzing workload and human resources need of organizational unit, including administering selection process of new hires and required testing, interviewing candidates, making hiring recommendations, providing orientation, conducting exit interviews, completing/filing prescribed forms, planning, delegating, and controlling work assignments, keeping supervisor and assigned staff informed of organization developments, maintaining discipline and recommending corrective action as needed, and communicating and administering personnel programs and procedures.

Coordinates and executes County activities, ensuring compliance with federal and state laws, in regards to human resources and County administration.

Serves as liaison between County departments, elected officials, commissioners, maintenance contractors, vendors, attorneys, and the public, relaying messages, coordinating activities/projects, and assisting in resolving problems.

Coordinates and manages various aspects of County computer systems and contracts, including informational technologies support and print management systems recommending computer hardware and software and other related purchases.

Ensures employee file documentation is properly stored and maintained.

Processes unemployment, workers' compensation, and FMLA requests and paperwork and maintains personnel files, making reported changes such as address, marital status, transfers, and/or salary adjustments.

Oversees various projects and committees, including providing recommendations, documentation, research, and reporting progress to Commissioners and other parties as requested.

Receives and responds to inquiries related to the Board of Commissioners and Whitley County Government, including pending problems, citizens complaints, investigating complaints and directing citizens, government officials, vendors, and County employees to appropriate commissioner, department or agency.

Including maintaining group benefits, monitoring new hire, annual enrollments, and changes in benefits, and maintains Liability insurance including bonds, accidents, tort claims, worker's comp, and vehicle driver list.

Develops and coordinates County personnel policies and procedures for adoption by Board of Commissioners, explaining policies and procedures to personnel as requested and ensuring ADA and OSHA compliance within County facilities.

Coordinates with Occupational Health for services, pre-hire testing, annual DOT physicals, random drug screens, injuries, and OSHA reporting.

Represents Commissioners in their absence as their designated appointee and attends Commissioners' and other County meetings as required. Prepares activity reports for Commissioners and presents reports during public meetings.

Processes property, personal, and employee insurance claims, including assisting with completing forms and compiling documentation, explaining procedures, and submitting to appropriate authority.

Assists and directs department supervisors with staff management and employee job descriptions and evaluations.

Coordinates legal services to Commissioners, including overseeing County's property, liability, and workers' compensation insurance programs and plans.

Performs various administrative duties such drafting, writing, copying, and editing correspondence, documents, and reports, creating identification cards and building access, room scheduling and calendar maintenance, personnel and department directory, facility use requests, and maintaining website.

Assists in creating Commissioners' budget, assisting and participating in County budget process regarding issues pertaining to compensation benefits as needed.

Performs related duties as assigned.

### **I. JOB REQUIREMENTS:**

Baccalaureate degree in human resources, public management, business administration, or related field. Minimum of five (5) years related human resource experience preferred.

Ability to meet all department hiring requirements, including passage of a drug test.

Thorough knowledge of and ability to make practical application of accepted administrative and personnel principles and practices and local, state, and federal personnel regulations and requirements.

Thorough knowledge and experience with computers, networks, servers, and various software programs.

Working knowledge of Human Resource laws and financial management and development practices.

Working knowledge of purpose and function of all County departments, and principles and practices of salary administration and budgeting in public sector.

Working knowledge of standard English grammar, spelling, and punctuation and ability to type and complete Department reports within established deadlines.

Working knowledge of budgeting principles and contract negotiations.

Ability to deal with complex and conflicting issues and ability to research applicable laws and regulations for complaints.

Ability to write and edit reports, policies, contracts and news releases, and prepare and give public presentations.

Ability to supervise and direct assigned personnel, including periodically analyzing workload and human resources need of organizational unit, interviewing candidates, making hiring recommendations, providing orientation, planning, delegating, and controlling work assignments, keeping supervisor and assigned staff informed of organization developments, maintaining discipline and recommending corrective action as needed, and communicating and administering personnel programs and procedures.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Commissioners, County Council, vendors, contractors, taxpayers, representatives from local, state and federal agencies, attorneys, the media, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to compute and calculate salary/wage increases and benefits, and prepare detailed reports.

Ability to operate standard office equipment, including computer, printer, calculator, fax machine, copier, and telephone.

Ability to provide public access to, or maintain confidentiality of, department information and records according to state requirements.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time, work rapidly for long periods, often under time pressure.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to apply knowledge of people and compare similarities and differences between data and people.

Ability to compile, classify, and analyze data and develop concepts or interpretations based on data analysis.

Ability to regularly work extended hours, occasionally work weekends and evenings, travel out of town for conferences/meetings, sometimes overnight, and respond to emergencies on a 24 hour basis.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

**To apply, submit your application and resume to one of the following:**

George Schrupf, Commissioner

[gschrumpf@whitleygov.com](mailto:gschrumpf@whitleygov.com)

Whitley County Government

220 West Van Buren Street, Suite 101

Columbia City, IN 46725

FAX: (260) 248-3182

**Applications and resumes will be accepted until the end of the day July 5, 2019.**

**Please click the following link to access the County Employment Application:**

<https://www.whitleygov.com/egov/apps/document/center.egov?view=item:id=1043>

Whitley County Government is an Equal Opportunity Employer