



## **Human Resources Director**

The City of Martin will begin accepting applications for the full-time position of Human Resources Director.

### ***Responsibilities:***

Under the administrative direction of the City Mayor, the Human Resources Director is responsible for the administration of human resources programs including, but not limited to, compensation, benefits & leave; employee relations; payroll functions; worker's compensation; training & development; safety & risk management; and recruitment & retention. Monitors and ensures the City's compliance with federal, state, and local employment laws and regulations, and recommends best practices; reviews and modifies policies and practices to maintain compliance. Oversees the daily workflow of the human resources department.

### ***Required Skills & Abilities:***

- Excellent interpersonal skills; and verbal and written skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office and related software.
- Ability to adapt to the needs of the City and employees.
- Ability to prioritize tasks daily.

### ***Education and Experience:***

Bachelor's degree in Human Resources or related field and/or minimum of five years of human resources management experience required.

Benefit Package: City of Martin Health Insurance, Blue Cross Blue Shield of Tennessee Vision Insurance, Delta Dental Insurance, Dearborn National Life Insurance and TCRS Retirement plan.

Applications can be obtained at the City of Martin Municipal Building drive-thru or may be obtained on City of Martin website at [www.cityofmartin.net](http://www.cityofmartin.net).

***Deadline for submitting applications is by 5:00 PM, August 28, 2020.***

### **Applications should be submitted to:**

The City of Martin  
Attention: Human Resources Department  
109 University Street  
Martin, TN 38237

*The City of Martin is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, age, sex, gender, disability or any other characteristic protected by law.*