



ROGUE VALLEY COUNCIL OF GOVERNMENTS

Human Resources and Administrative Services

Director

Job Announcement

ABOUT THE POSITION

The Human Resources and Administrative Services Director will plan, organize, and direct human resources activities in compliance with applicable laws including recruitment, selection, and retention; classification and compensation; performance management; equal employment opportunity (EEO); employee leave and ADA administration; and employee benefit programs. The position will manage processes and staff for the human resources and administrative services departments and develop, monitor, and evaluate all departmental processes and procedures to ensure the highest level of effectiveness and efficiency. The Director will provide the management team with professional and technical human resources support to ensure compliant and effective organizational operations and prepare and monitor human resources and administration department budgets.

THE PERSON

The ideal candidate is a proactive self-starter who thrives in a fast-paced environment, is passionate about helping to mold a respectful and productive work culture, and excels in a collaborative team environment. Knowledge of all facets of human resource principles and practices is required; knowledge of public entity employment law is strongly desired, but not required. Strong analytical, strategic thinking, and creative problem-solving skills along with an ability to focus on the details without losing sight of the big picture are required to support organizational effectiveness and efficiency. The successful candidate will possess exceptional employee supervision and performance management knowledge and experience and be able to lead and train the organization's management team. This position requires a commitment to personal and professional integrity and the ability to model and promote management behavior in support of a servant leadership style.

SALARY

Employees will be placed in the salary range based on experience and qualifications. Employees are eligible for a step increase after successful completion of a six-month trial service period and annual step increases thereafter.

Annual Salary: \$69,999 - \$91,745

Starting Salary: Depends on qualifications

Terms: Full-time - 40 hours per week / Exempt with benefits

DESIRABLE QUALIFICATIONS

To be considered for this position, applicants must have a combination of education and experience equivalent to that outlined below, plus any other listed screening qualifications.

- **Education:** Bachelor's degree with coursework in human resources, public administration, business administration, or related field; professional human resources certification preferred but not required.



- **Experience:** A minimum of five (5) years of progressively responsible experience in human resources management; experience in local government administration desired but not required.
- **Substitution:** Any satisfactory equivalent combination of education, experience, and training that demonstrates the knowledge, skills, and abilities to perform the duties of the job.

SPECIAL REQUIREMENTS

- **License:** Possession of, or the ability to obtain and retain, an Oregon driver license by the time of appointment, or otherwise have immediate point-to-point transportation available.
- **Vehicle:** Possession of, or permanent access to, a personal vehicle.
- **Other:** Pass Criminal History Background Check; demonstrate knowledge and proficiency in the use of computer software; ability to obtain and retain QED status to process DHS Criminal History Background Checks within 30 days of hire.

APPLICATION PROCESS

This position will remain open until filled. Interested applicants are encouraged to apply as soon as possible as the position will be filled when a suitable candidate is identified. For application instructions, please visit “How Do I > Apply for a Job” at <https://rvcog.org/how-do-i/apply-for-a-job/>. A cover letter, current resume, and completed RVCOG Employment Application are required to apply for this position.

BENEFITS OF EMPLOYMENT

Upon hire or first of the month following the date of hire

- Twelve paid holidays per year
- Up to 96 hours of paid vacation per year
- Up to 96 hours of paid sick leave per year
- Employer paid medical/dental/vision insurance - Employee contribution is less than \$40 per month for full family coverage
- Employee Assistance Program (EAP)
- Optional Flexible Spending Account (FSA)

After 6-month probationary period

- Employer-paid retirement plan contributions equivalent to 13.02% of monthly salary (Non-PERS)
- Employer-paid HRA contributions of \$125 per month
- Employer-paid Life and Long-Term Disability insurance
- Optional 457(b) retirement plan deductions (Roth or traditional)

Special eligibility periods

- Employer-paid Mercy Flights memberships
- Optional supplemental insurance such as short-term disability, critical illness, and more

WORKPLACE ACCOMMODATIONS NOTICE

Rogue Valley Council of Governments is an equal opportunity employer and does not discriminate on the basis of race, religion, color, gender, age, national origin, disability, veteran status, sexual orientation, gender expression, or any other classification protected by law.

RVCOG VALUES: SERVICE COLLABORATION PROFESSIONALISM STEWARDSHIP INTEGRITY RESPECT

