



**NEWBERRY COUNTY, SOUTH CAROLINA
RECRUITMENT BROCHURE FOR DIRECTOR OF HUMAN RESOURCES**

Newberry County, South Carolina is seeking an innovative and dynamic Human Resources Director to serve in a key role on the County's leadership team and to lead the operations of this vitally important department.

Newberry County Profile

Near the geographic center of the State of South Carolina, Newberry County is within a couple hours' drive to practically all destinations within the State, including the State's beautiful beaches along the Atlantic Coast and the Blue Ridge Mountains to the west. The County is in the midst of a cultural and economic renaissance that has been recognized in *The New York Times*.



Founded in 1785, Newberry County is made up of nine cities, towns and communities. Small town southern charm, a robust arts scene, thriving downtowns and great schools are just some of the amenities, all with a relatively low cost of living. Newberry is an ideal location for large industries as well as small businesses, with plenty of room for growth.

The County's total population is 37,719 according to the 2020 Census. Newberry County Government operates under a Council-Administrator form of government, with a seven-member elected County Council and a County Administrator appointed by the Council. The organization has approximately 210 employees working for various operating departments. The County is a full-service local government organization and provides a range of services that include public works, fire protection, law enforcement and judicial services, to name a few.

Position Function

Under the direct supervision of the County Administrator, the Director of Human Resources sets overall policy as well as short- and long-range strategic goals and objectives within the department. The ideal candidate should have a genuine interest in strategic human resource management.

Additionally, candidates should possess strong analytical skills and the ability to effectively use data to present information and to make decisions. This position requires an individual with the vision and leadership skills to play a significant role in the overall success of the organization.



Essential Duties

The principal responsibilities of the Director include the following:

- Plans, organizes and directs all aspects of the Human Resources function for Newberry County, to include recruitment and employment, compensation, employee relations, benefits administration, and policy and procedure administration;
- Administers the County's employee benefits plans;
- Calculates and processes the biweekly payroll;
- Administers the workers compensation program;
- Plans and conducts new employee orientations;
- Maintains records of annual leave and sick leave for all employees;
- Serves as Risk Manager for the County, responsible for the processing of liability insurance claims, maintenance of accurate OSHA records, and oversight of safety program implementation.

Salary and Benefits

The salary for the position will be commensurate with the qualifications and experience of the candidate selected. The County also offers a competitive benefits package including, but not limited to, generous paid leave, an excellent health care plan, and a traditional pension plan through the State Retirement System.

Candidate Qualifications

Desired qualifications include a minimum of:

- Bachelor's Degree in Business Administration, Human Resources or a related field;
- A minimum of three to five years of human resource management and risk management experience;
- Experience in a local or state government human resources and risk management environment is preferred;
- Excellent communication skills, both written and oral.



General Instructions

Applications will be accepted for this position beginning immediately. Applications should be submitted to County Administrator Christopher Inglese at cinglese@newberrycounty.net. Phone inquiries should be directed to Mr. Inglese at (803) 321-1419. This position will remain open until filled. Newberry County Employment Applications may be obtained by visiting www.newberrycounty.net or by contacting the Human Resources Office at the

Newberry County Courthouse Annex, 1309 College Street, Newberry SC, 29108. A resume may be included but will not be accepted in lieu of a Newberry County Employment Application. Applicants indicating college credit, degree(s) or specialized training on the application shall provide an official copy of related documents should they be selected for the position. Newberry County conducts background checks and tests for the use of illegal substances.

THE COUNTY OF NEWBERRY IS AN EQUAL OPPORTUNITY EMPLOYER.

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