

Human Resources Director/Municipal Clerk

Salary Range: \$57,500 to \$63,000

Exempt

Brief Job Description: Under limited supervision, is responsible for the overall management of human resources and personnel of the Human Resources Department. Responsible for exercising authority and responsibility as determined by the City Administrator in accordance with federal, state, and local laws. Performs routine to complex administrative, clerical, and bookkeeping duties in support of multiple City functions. Handles all personnel functions to include employee orientation, payroll, insurance programs, personnel records, classification and compensation program, worker's compensation and liability programs, and safety training. Responsible for Council minutes, records, ordinances, resolution and proclamations and related records. Experience as Municipal Government Human Resources Director preferred. Municipal Government Experience in Human Resources Department required. Reports to the City Administrator.

Application for Position: Submit application/resume to sjackson@chester.sc.gov no later than 12 noon, August 13, 2021. Application can be obtained online at www.chestersc.org and mailed or delivered to S. Jackson, City Administrator, 100 West End Street, Chester, S.C. 29706.

Position is subject to the following: Background Checks, Credit Check, Criminal History, Driving History, Drug Test, Medical/Physical, Psychological Testing, and Documentation of Educational Degrees.