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Millard County

www.millardcounty.org



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1/18/2023

Millard County is looking for an experienced Human Resource professional to lead the newly created HR Department as its Director. Those interested in applying for this position must submit an application **and resume with references** to the Millard County Clerk's Office at 765 S HWY 99, Fillmore, UT or email jhair@co.millard.ut.us. Applications and resumes are due by 5:00 p.m. on February 1, 2023. Applications and a full job description are available online at www.millardcounty.org.

This position will report directly to the Board of Millard County Commissioners and performs a variety of complex administrative and professional duties related to planning, organizing, directing, and coordinating the human resource system of Millard County including policy creation, classification, compensation, recruitment, selection, employee relations, training, and risk management.

The ideal candidate for this position will have strong leadership skills, proven ability to establish successful working relationships, and a strong knowledge of HR principles, practices, and regulations.

MINIMUM QUALIFICATIONS

Graduation from college with a bachelor's degree in Human Resource Management, Business Administration or related field; AND Four (4) years of progressively responsible experience related to the management of human resources, including but not limited to, recruitment and selection activities; OR an equivalent combination of education and experience.

Starting wage begins at \$25.18 per hour but is negotiable depending on qualifications and experience and will be in accordance with the Millard County Step and Grade Pay Scale. Millard County offers an excellent benefits package that includes: health, vision, dental, sick and vacation accrual, holiday pay, and retirement.

Millard County is an Equal Opportunity Employer