**Human Resources Director**

**City of Richmond Hill, Georgia**

The City of Richmond Hill, Georgia is a quiet family community, located just minutes south of metropolitan Savannah. The city of more than 10,000 residents retains a small-town charm and offers a high quality of life for its residents. Visitors are impressed by its southern charm, rich history, variety of outdoor adventures, fishing and great local seafood. This peaceful community has a variety of opportunities; shopping, recreational, and business. The City of Richmond Hill is seeking a professional Human Resources Director who is a dedicated team player. The ideal candidate will have a proven Human Resources record of success in leadership and management of human resources functions within a public/governmental agency or private sector organizations. The successful candidate should be a seasoned, self-confident person who can immediately provide quality HR services to a variety of service departments in a timely manner and is able to handle problems with diplomacy and tact. This means being adept in making decisions in some areas where established procedures may not always exist. This person must also be sensitive and support of the unique role of elected officials. Specific experience is expected in employee relations, compensation/benefits administration, employee training and development, as well as the ability to offer responsive HR support services in an employee-friendly organization. The “ideal” Human Resources Director will also be a person who has a collaborative, approachable, and informative management style with the ability to tactfully and empathetically address HR needs and issues with department heads and employees. Candidates should possess highly developed interpersonal and active listening skills and the ability to build the trust with the City Manager, City Officials and City employees.

**To find out more details about the position expectations, please visit our website for the full RECRUITMENT BROCHURE at** [**www.mercergroupinc.com**](http://www.mercergroupinc.com)

***Minimum qualifications for the Human Resources Director include:***

* Bachelor's Degree in human resources management, organizational development, public administration, business administration or related degree from an accredited university is required. Master’s degree is highly desired;
* Minimum of five years of progressively responsible human resources experience; or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills and abilities for this job is required;
* Supervisory experience required;
* SHRM and/or HRCI certification is highly desired.

***Compensation & Benefits include:***

The starting salary for this position will be established commensurate with the experience and qualifications of the selected candidate; starting salary is expected to be in the range of $70,000-$85,000. A comprehensive benefits package includes: Health, dental and vision insurance, Defined Benefit Retirement Plan, Paid Time Off, as well as life insurance and short-term and long-term disability.

***Interested candidates must submit by email a cover letter, resume, at least five job related references, and salary history not later than 5:00 pm (ET) April 12, 2021 to:*** [***lisaward912@gmail.com***](mailto:lisaward912@gmail.com)***, any questions should be directed to Lisa Ward, Senior Vice President, The Mercer Group, Inc. at 706-983-9326. Interviews are expected to be conducted Mid-May 2021.***



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