

Job Opening

Date: 5/20/25

To: Internal/External Applicants

From: Pam Thomas, HR

Re: Job Opening for Director of Human Resources, Human Resources Division

Qualified applicants are encouraged to apply for the Director of Human Resources position currently open in the Human Resources Division. This position is open until filled.

Salary depends on qualifications and experience.
Hiring range \$117,608.79 (Min) to \$144,129.78 (Mid)
Full Salary Range \$117,608.79 (Min) to \$ 170,650.76 (Max)

GENERAL STATEMENT OF DUTIES

Provides leadership and management of the Human Resources functions of Safety Training, Benefits, Payroll, Employee Relations, telephone and Visitor activities. Work involves the development and administration of personnel, policies and procedures, and ensuring adherence to applicable laws and regulations. Provides internal consultant advice to management. This position is responsible for managing the daily operations of the Human Resource Department. Responsible for coordinating and administering Human Resources activities including policy development, safety, payroll, benefits, recruiting, new employee orientation, development of compensation and classification plans, succession planning, and employee training. Reports to the General Manager.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in human resources, personnel administration, public administration, business or a related field, 10 years of experience in Human Resources, and 5 years administrative/policy level or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Professional certification (SPHR/PHR) and or master's degree preferred.

Interested candidates can apply online at <https://www.msdbc.org/careers.php>. **Please note that all applicants will be required to submit a resume in addition to an application.**

MSDBC is an Equal Opportunity Employer. Best of luck to all applicants.

Internal Distribution: Admin., Warehouse, Fleet, System Services, Treatment Plant, WWTP-Maintenance, Radio, indeed, HR Listserv, NC Works