

**MAYOR**

Keith Warren

**TOWN MANAGER**

Chase Winebarger

**TOWN COUNCIL**

Melissa Curtis, Mayor Pro-Tem

Clay Wilson

Rebecca Johnson

Joe Wesson

Bobby Mosteller

**JOB CLASS TITLE:** Human Resources Director

**DEPARTMENT:** Administration

**SALARY:** \$75,000-\$105,000

**FLSA CLASSIFICATION:** Exempt

**GENERAL STATEMENT OF DUTIES**

To perform managerial and administrative work on planning, organizing, and directing a comprehensive personnel management and safety program for the Town. An employee in this position is responsible for the management of the human resources functions for the Town of Sawmills. Emphasis of the work is on defining operating policies and procedures and administering a municipal human resources program for recruitment and selection, employee relations, management and staff development, equal employment opportunity, classification and pay, employee benefits, performance review and merit pay, policy development, personnel records, and employee safety. Work is performed under the general direction of the Town Manager and performance is evaluated on the basis of attainment of specific performance objectives, personal observation, feedback from managers of departments, and employee feedback.

**ESSENTIAL JOB FUNCTIONS**

- Administers comprehensive personnel management programs including recruitment and selection, employee relations, management and staff development, equal employment opportunity, classification and pay, performance review, policy development, and personnel records
- Manages the Town's benefits, health, retirement, and safety program activities through contract administration and outside provider services; represents the Town at meetings with third party administrators
- Administers and implements the workers' compensation, risk management, safety, loss, wellness, and benefits programs
- Serves as Privacy Officer per HIPPA regulations; oversees the processing and maintenance of personnel records and files
- Serves as the Town's Designated Employer Representative (DER) per DOT drug screening regulations
- Administers department budget; assesses needs for additional resources; requests additional funding to support program growth and development; adjusts budget as necessary; justifies budget expansion requests to Town Manager
- Assists in the preparation of the annual operating budget, OPEB reports, and Comprehensive Annual Financial Report
- Writes and administers personnel policies and procedures; determines long-range and short-term program goals and objectives; identifies program mission and scope of services; develops, interprets, and enforces Town-wide personnel policies and procedures
- Resolves complex, sensitive and controversial issues involving all aspects of public personnel administration, including employment, disciplinary actions, grievances, and performance problems and evaluations; consults with Town Manager in resolution of problems

- Serve as a professional technical consultant to management staff; provides guidance in utilization of staff, organizational design, and development of new positions or staff roles
- Participates in key management decisions affecting the nature and scope of various municipal programs and services; provides input in the expansion or revision of existing programs and services; assesses recommendations for expansion or revision of programs to determine impact on the Town's human resources or related personnel management activities
- Assists departments with the selection process which may include assisting in interviewing applicants, evaluating applicants' qualifications, and recommending qualified candidates for employment
- Ensures Town's compliance with applicable federal, state and local statutes; advises Town's leadership on matters concerning human resources management and potential claims of discrimination; prepares summary reports for Town Manager
- Develops annual department work plans; sets work standards for personnel activities and assesses staff performance
- Administers, supervises, and conducts classification and compensation studies; maintains and updates the classification and compensation plans
- Investigates allegations of sexual harassment, employment discrimination, and other policy violations
- Advises employees on personnel policies and programs; counsels employees with problems and concerns
- Oversees the performance appraisal system
- Prepares a variety of periodic and special reports; completes other special projects as required
- Performs related tasks as required

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Comprehensive knowledge of accepted theories, practices, and principles associated with public personnel administration and human resource management
- Comprehensive knowledge of applicable federal, state and local laws and regulations governing public personnel administration
- Comprehensive knowledge of standard personnel programs in job classification, wage and salary structures and compensation administration, employee relations, staff development, recruitment and selection, and benefits administration
- Thorough knowledge of equal employment opportunity and affirmative action regulations
- Knowledge of organizational theory and human dynamics
- Ability to present ideas effectively in written and oral form
- Ability to establish and maintain effective working relationships with Town officials, management, employees, and the general public
- Ability to conduct detailed analysis and assessment of program information
- Ability to plan, organize, and manage multiple personnel management and benefit programs
- Ability to plan and coordinate periodic and annual employee recognition programs

## **PHYSICAL DEMANDS**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

## **WORK ENVIRONMENT**

The employee's work is performed in an office setting with environmentally controlled conditions.

## **DESIRABLE EDUCATION AND EXPERIENCE**

- Graduation from an accredited college or university with a bachelor's degree in public administration, business administration, or other field of study related to the nature of the work performed; a master's degree is preferred.
- At least 5 - 7 years of progressively responsible and broad-based professional experience in governmental or private industrial human resource management

## **SPECIAL REQUIREMENTS**

- Valid North Carolina driver's license
- North Carolina Notary Public
- IPMA-CP, SPHR, or SHRM-SCP certification preferred

## **FLSA Status:**

Exempt-Administrative (primary duty is office work or non-manual work directly related to the general business operations (administration of human resource management) of the Town where the employee customarily and regularly exercises discretion and independent judgment with matters of significance in order to fulfill the position requirements)

## **NOTE**

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since not every duty associated with this position may be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered incidental in the performance of their duties just as though they were written out in this job description. The Town of Sawmills has the right to revise this position description at any time, and this application does not represent, in any way, a contract of employment.*

## **APPLICATION INFORMATION**

*Anticipated hiring rate for the position depends on qualifications. The Town of Sawmills is pleased to provide the following benefits to Full-Time Employees. Please consult the Personnel Policy for additional details. Health Insurance, HSA (if applicable), Dental Insurance, Vision Insurance, Short Term Disability Insurance, Long Term Disability, Life Insurance, Accidental Death and Dismemberment, Annual Leave, Sick Leave, Personal Leave, Holiday Pay, Longevity Pay, NC Local Government Employee's Retirement (LGERS) and 401K. All insurance premiums are paid in full by the Town for employee only coverage. The Town's current contribution rates to the retirement plan are 14.35% to LGERS and up to 5% to 401K, as of 7/1/2025. Background check and drug screening will be required. Interested applicants should submit Town application, resume, and salary history, to Chase Winebarger, Town Manager at 4076 US HWY 321-A Sawmills, NC 28630 or by email at [manager@townofsawmillsnc.com](mailto:manager@townofsawmillsnc.com) Applications are available for pickup in person at Town Hall or accessible online at <https://www.townofsawmills.com/general-info/employment>*

*First review of resumes begins January 27, 2026. Position is open until filled*