

TOWN OF WILSON'S MILLS
JOB DESCRIPTION FOR
HUMAN RESOURCES DIRECTOR

GENERAL STATEMENT OF DUTIES

Under the direction of the Town Administrator, the Human Resources Director performs highly responsible and confidential duties related to personnel management for the Town. Serving as the Personnel Officer, this position administers the Town's pay and position classification plans in accordance with policies adopted by the Town Council and G.S. 160A-162(a). This role also includes other related responsibilities as assigned.

KEY RESPONSIBILITIES

- Oversee all human resources operations, serving as a leadership and administrative resource within the Town.
 - Manages and maintains accurate and complete personnel records, including posting job advertisements, processing applications, coordinating employee onboarding and benefits enrollment, and administering workers' compensation claims.
 - Tracks and maintains employee leave records and ensures compliance with the Fair Labor Standards Act (FLSA) by reviewing and approving timesheets before payroll processing.
 - Recommends personnel actions to the Town Administrator for consideration and approval.
 - Responds to inquiries from internal departments and external agencies, providing information and resolving human resources issues as needed.
 - Performs additional duties and responsibilities as directed by the Town Administrator.
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MINIMUM QUALIFICATIONS

Education and Experience

- High school diploma or GED required.
- Minimum of five (5) years of progressively responsible experience in human resources or administrative support.
- Associate or bachelor's degree in human resources, business administration, or a related field preferred; equivalent combination of education and experience considered.
- Government or public sector experience preferred.

Knowledge, Skills & Abilities

- Strong working knowledge of HR practices, employment law, and personnel management.
- Experience in employee relations, performance management, and benefits administration.
- Ability to prioritize tasks, meet deadlines, and manage multiple responsibilities efficiently.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and general office equipment.

- Excellent communication skills, both written and verbal.
 - Ability to work effectively with staff at all levels, as well as with public officials, outside agency representatives, and community stakeholders.
 - Skill in conflict resolution, customer service, and fostering a collaborative team environment.
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Physical Requirements

This position requires the ability to sit for extended periods while working on a computer, lift and carry office supplies weighing up to 25 pounds, and communicate clearly in person and over the phone. It also involves reading printed materials, viewing screens, and operating standard office equipment. Occasional travel may be required. Reasonable accommodation will be made for individuals with disabilities.

Special Requirements

- Must possess a valid North Carolina driver's license.
 - Must hold or be able to obtain designation as a North Carolina Notary Public within one year of hire.
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SALARY GRADE 21 (Effective July 2025)

SALARY RANGE

\$66,000 – \$99,165 annually, based on qualifications and experience.