



## **JOB POSITION AVAILABLE DIRECTOR OF HUMAN RESOURCES TOWN OF WYTHEVILLE, VA**

The Town of Wytheville is accepting applications for the position of Director of Human Resources. This position is responsible for overseeing, planning, and directing the activities and operations of the Town's Human Resources Department. The primary job location is the Municipal Office, located at 150 East Monroe Street, in the historic town of Wytheville, Virginia.

The successful candidate has experience in human resources management with a leadership style that embraces teamwork, sets high professional standards, and values a positive work environment.

A bachelor's degree from an accredited college or university in human resource management, public administration, or related field is required. An equivalent amount of training and experience will be considered in lieu of a college or university degree. Human Resource Certification such as PHR, SPHR, IPMA-HR, HRCI or related certification, or ability to obtain certification within one (1) year of hire date is a requirement for this position.

Salary will be based on qualifications and experience. The anticipated salary range for this position is \$65k-90K./year. The Town offers a progressive benefits package with VRS retirement, health insurance, paid holidays, paid sick & annual leave . The application review period will begin on January 10 and continue until the position is filled. A cover letter, a resume, and three reference letters shall be submitted with the job application. Only qualified applicants need apply.

The full job description and job application information for this position is available at <https://www.wytheville.org/employment> and at the Human Resources Department, Town Municipal Office, 150 East Monroe Street, Wytheville, VA 24382. The office is open 8 am – 5 pm weekdays. 276-223-3453

The Town of Wytheville is an Equal Opportunity Employer.

Posted on 01/10/22