

### Guthrie County Director of Human Resources:

The Director of Human Resources is under administrative direction of the Board of Supervisors and is responsible for the short and long term planning and the daily operations of the Human Resources department including all aspects of recruiting, learning and development, employee and labor relations, legal compliance, benefits, employee safety, and promoting a fair, positive work environment.

Strong candidates will have:

- Bachelor's degree in Human Resources or related field preferred; Associates degree and/or extensive knowledge and expertise in Human Resources
- Five plus years progressive experience in all aspects of Human Resources
- Strong knowledge of all applicable laws and regulations
- The ability to create and manage department budget
- The ability to manage and analyze multiple priorities and activities
- The ability to organize and plan for long and short-term projects
- Must demonstrate excellent interpersonal skills and the ability to work collaboratively
- Requires strong oral and written communication skills
- The ability to investigate, problem solve and mediate conflicts effectively
- Proficiency with Microsoft Office applications

Guthrie County offers an excellent salary and benefits package including health insurance, life insurance, vacation and sick leave, paid holidays, IPERS, and much more.

Guthrie County, covering 591 square miles in west-central Iowa, is made up of a beautiful rural landscape dotted with ten incorporated communities: Adair, Bagley, Bayard, Casey, Guthrie Center, Jamaica, Menlo, Panora, Stuart, and Yale. The county is also home to two private lake developments: Lake Panorama and Diamondhead Lake.

Guthrie County boasts some of the State's best natural resources and recreation activities with excellent trail riding (both hard surface and mountain bike), camping, canoeing, kayaking, golf, cross country skiing, and snowmobiling. Including Springbrook State Park, Lenon Mill Park, Nations Bridge Park, Whiterock Conservancy, and thousands of acres of public access ground for exploring. An excellent trail network includes both water and recreation trails in the Middle and South Raccoon River Trail System as well as the Raccoon River Valley Recreational Trail. In addition to this are the Western Skies and White Pole Road Scenic Byways.

Guthrie County has a strong local economy with several dining and shopping options as well as good access to locally grown and produced farmers' market products. With the Des Moines metro area easily within reach and a small town atmosphere Guthrie County is a great place to live and work.

Applications may be found on the County's website: [www.guthriecounty.org](http://www.guthriecounty.org) Applications and resumes may be submitted to the Guthrie County Auditor at 200 North 5<sup>th</sup> Street, Guthrie Center, IA 50115 – [mlmcclellan@guthriecounty.org](mailto:mlmcclellan@guthriecounty.org). Applications will be accepted until 4:30 November 30<sup>th</sup>.

Guthrie County is an equal opportunity employer