

LaGrange County is hiring for a Human Resource Director

The Human Resources Director guides and manages the overall provision of Human Resources services, policies, and programs for LaGrange County Government Employees.

The qualified candidate must hold a Bachelor's Degree with 5 to 10 years of Human Resource experience. The qualified candidate must have independent judgement in developing and implementing policies and procedures, interpreting, and applying legal requirements to individual basis. Must be able to work alone with minimum supervision and with others in a team environment.

Duties of this position include, but are not limited to, overseeing compliance with State and Federal regulations including EEO/AA, FLSA, and DOL. Maintaining a variety of personnel forms, including FMLA, Worker's Compensation, new hire paperwork, I-9 forms. Conducts orientation for new personnel, providing information and explanation of employee benefits, personnel policies and work rules, and completing all required forms.

A full job description is available upon request. Applications are available at www.lagrangecounty.org or located in the Auditor's Office at 114 West Michigan Street LaGrange, IN 46761. Applications with resumes can be accepted at the Auditor's Office or at jmedford@lagrangecounty.org.

LaGrange County is an Equal Opportunity Employer.