

Director of Human Resources, Town of North Reading

The Town of North Reading seeks qualified candidates for the position of Director of Human Resources. Progressive, dynamic, team-oriented, conscientious professionals who wish to join a team of similar managers are strongly encouraged to apply. Provides oversight and is accountable for professional and administrative management and direction of all aspects of Human Resources administration in accordance with applicable federal and state laws, Town Bylaws and policies, and Administration directives; reviews, evaluates and makes recommendations to the Town Administrator on a wide-variety personnel-related issues; performs administrative, planning and coordination duties on various functions including but not limited to human resources, employee benefits, collective bargaining, insurance, budgets, and special project management; serves as a member of the senior leadership team. For more information, please visit the Town of North Reading's Job Opportunities webpage at www.northreadingma.gov/human-resources/pages/job-opportunities. FY 2017 budgeted annual salary is \$85,000. The Town of North Reading is an equal opportunity employer. Qualified candidates who fit the description above are requested to submit a cover letter and resume to Town Administrator, Town Hall, 235 North Street, North Reading, MA 01864 by 4:00 PM on Monday, July 18th for full consideration.