



LEWIS COUNTY Human Resources Director

Lewis County is seeking to hire a highly qualified individual for the position of Lewis County Human Resources Director. This is a rare career opportunity for the right person to utilize their past experience to work exclusively with elected officials and directors, delivering a high quality, effective services to Lewis County.

Selected candidates will demonstrate abilities to foster collaboration, facilitate partnerships with other elected officials and directors, and work in a trustworthy, respectful, and responsible manner.

To learn more about Lewis County, please visit:

www.discoverlewiscounty.com

Compensation \$84,321 - \$113,404/year

To Apply

Application materials, full position description including required application are available at:

<https://jobs.lewiscountywa.gov/>

For more information, please contact the **Lewis County Human Resources Dept.**
at 360 740-1408
or visit Human Resources at:
351 NW North, Chehalis, WA 98532



The Ideal Candidate

The ideal candidate will possess strong experience and qualifications in several core areas including the following:

- Work professionally with Lewis County elected officials, other directors, and management
- Policy creation and management
- Strategic planning
- Leadership
- Labor relations, tort claims, and/or public disclosure
- Personnel management
- Financial and Program management
- Benefits management
- Knowledge of Human Resources, Public Disclosure, Risk Management

The Position

The Lewis County Human Resources Department consists of three divisions: Human Resources, Risk Management, and Public Disclosure. The Director oversees the operations and budgets of each division.



This position oversees a staff of six employees within the Human Resources Department. The Department conducts recruitment services; provides assistance in personnel-related matters, policy and procedures, labor relations with 13 separate bargaining units, risk and safety issues, tort claims, and handles public disclosure requests in coordination with the offices and departments in Lewis County.

This position will report to the Chief of Internal Services, who serves under the County Manager, and the Board of County Commissioners.



Desirable Attributes

Candidate should have knowledge, ability and experience in:

- Policies and procedure development and implementations
- Establishing and maintaining effective working relationships with employees, officials, other agencies, and the public
- Interpreting and applying laws, rules, regulations and policies
- Legislative policies and impacts to the County
- Leading, managing, directing and supervising personnel on a daily basis
- Effective written and oral communication skills
- Preparing and administering budgets
- Working relations in labor management

Location

Located midway between Portland and Seattle, the County is 2,408 square miles in size with an estimated population of 78,400 citizens. The Human Resources Department is located in Chehalis, the County's second largest city.

Education/Experience

Bachelor's degree in Human Resources, Risk Management, Business Administration, Public Administration, or related field; AND five (5) years' experience managing and coordinating risk management, human resources, and/or public disclosure operations.

Valid driver's license. Successful completion of a pre-employment criminal history background investigation.

Desirable Certifications

- Associate in Risk Management (ARM) certification *issued by the Insurance Institute of America*
- Society of Human Resources Management (SHRM) certification

Excellent Employment Benefits

- **Medical/Dental/Vision** through Public Employees Benefits Board (PEBB)
- **Washington State Retirement System (DRS) PERS Plan**
- **Life Insurance** - \$35,000 paid (additional available)
- **Long Term Disability**
- **Deferred Compensation Plan**
- **Paid Annual Leave**
- **Paid Holidays & Personal Day**
- **Paid Sick Leave**



Human Resources

Mission Statement

To assist, advise, and facilitate management and employees to best align individual talent with the needs and goals of Lewis County. To provide solutions to workplace issues which promote an environment that is characterized by fair treatment of staff, open communication, personal accountability, trust and mutual respect.

Public Disclosure

Mission Statement

Lewis County agencies are required to make records available to the public for inspection and copying. To this end, Lewis County is committed to providing the fullest assistance to ensure access to records containing information about the conduct of Lewis County government, while also being mindful of privacy rights defined in state law.

Risk Management

Philosophy and

Expectations

As an employer, Lewis County believes that employee safety is of the utmost importance. It is the policy of Lewis County to provide a place of employment reasonably free from hazards that may cause illness, injury, or death.