



LEWIS COUNTY

Human Resources Director

LEWIS COUNTY is seeking a highly qualified individual for the position of Human Resources Director. This is a rare career opportunity for the right person to utilize their experience to work exclusively with elected officials and directors, while delivering 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 \$108,170 - \$145,460/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 360 740-2737
or visit Human Resources
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, other directors, and management
- Policy creation and management
- Strategic planning
- Leadership
- Labor relations and/or public disclosure
- Personnel management
- Financial and Program management
- Benefits management
- Knowledge of Human Resources and Public Disclosure

The Position

The Lewis County Human Resources Department consists of two divisions: Human Resources and Public Disclosure. The Director oversees the budgets of each division.



This position oversees a staff of five employees within the Human Resources Department. The Department conducts recruitment services; aids in personnel-related matters, policy and procedures, labor relations, and handles public disclosure requests in coordination with the offices and departments in Lewis County.

There are 13 collective bargaining agreements within Lewis County.

This position will report to the County Manager, and the Board of County Commissioners.



Desirable Attributes

Candidate must have or the have ability to obtain knowledge, ability and experience in:

- County policies and procedures
- 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 daily
- Effective written and oral communication skills
- Preparing and administrating budgets
- Working relations in labor management
- Planning and implementing strategic continuity of operations plans

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, Business Administration, Public Administration, or related field; AND five (5) years' experience managing and coordinating human resources, or public disclosure operations.

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

Desirable Certifications

- Society of Human Resources Management (SHRM)

Excellent Employment Benefits

- **Medical/Dental/Vision** through Public Employees Benefits Board (PEBB)
- **Washington State Retirement System** (DRS) PERS Plan 2 or 3
- **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.

