The Town of DeWitt is currently accepting application for the position of:

Director of Human Resources (Town of DeWitt)

Location: 5400 Butternut Dr East Syracuse

Salary: $75,000- $85,000

Hours of work: 40 hours per week

The Director of Human Resources is responsible for administering the human resources and employee/labor relations functions for the Town of DeWitt while reporting directly to the Town Supervisor. The Director is also responsible for directing and supervising a comprehensive array of services to support Town management. The nature of the work requires the incumbent to function effectively under broad policy directives which the incumbent shares a role in developing. The Director administers and actively participates in several Town benefit programs, recruitment and hiring, as well as employee/labor relations. The Director reviews and evaluates the activities of HR staff. The Director represents management in contract negotiations, contract administration, policy development and implementation, and the administration of discipline and grievance procedures. This position functions with the highest level of confidentiality. Does related work as required.

Minimum Qualifications:

Open Competitive:

A. Graduation from a regionally accredited college or university, with a bachelor's degree in Human Resource Management, Industrial & Labor Relations, Business or a closely related field, and five (5) years of progressively responsible leadership experience in human resource management and/or personnel administration. OR,

B. Nine (9) years of work experience or its part-time equivalent, in human resource management or personnel administration, to include five (5) years of progressively responsible leadership experience in human resource management and/or personnel administration.

Name and address where applications/resumes should be directed:

Kerrie Fusco
Comptroller
Town of DeWitt
5400 Butternut Dr
East Syracuse, NY 13057
Email: kfusco@dewittny.gov

"Town of DeWitt is an Affirmative Action/Equal Opportunity Employer"