

**Department of Human Resources**  
Carroll County Government  
225 North Center Street, Room 100  
Westminster, Maryland 21157  
410-386-2129



Currently accepting applications for:  
**Director**  
**Department of Human Resources**  
An Equal Opportunity Employer

**Director – Department of Human Resources, *Appointed Official/Residency Preferred***

**Please submit salary ideal**

40 hours per week, exempt position (Grade E99)

Hours are typically Monday through Friday from 8:00 am – 5:00 pm

**Apply by 5:00 pm on Friday, June 3, 2022**

Carroll County Government is currently seeking a Human Resources Professional to manage the overall direction, administration, and evaluation of the Department of Human Resources (DHR) and to help bring about transformational changes throughout the organization.

DHR currently consists of 16 staff in three divisions: Employment, Benefits, and Personnel Services. You will be responsible for collaborating with leadership to understand each departments staffing, recruiting and retention needs; overseeing the benefits programs (including health insurance and retirement) for approximately 1,099 employees and 547 retirees; and developing, implementing, administering, and evaluating the Carroll County Personnel Ordinance and personnel policies.

The ideal candidate will be a critical thinker with excellent communication, presentation, and conflict management skills; have knowledge of local government and labor relations; and have the ability to maintain productive interpersonal relationships within the organization including our partner agencies and effectively interact with elected officials, colleagues, employees, and citizens alike.

Certified Labor Relations Professional and Professional in Human Resources (PHR) or Certified Employee Benefits Specialist (CEBS) certification desired.

Click [here](#) for the full job description

**Qualifications:**

1. Valid driver's license; **And**
2. Bachelor's degree in Human Resources Management or Business Administration
3. Six years' experience in personnel administration; three years' experience in supervision; **Or**
2. Master's degree in Human Resources Management or Business Administration
3. Three years' experience in personnel administration and supervision

*A comparable amount of training and experience may be substituted for the minimum qualifications*

**Benefits of working for Carroll County Government:**

- ✓ Low-cost, no deductible healthcare plans (including prescription and vision)
- ✓ Low-cost dental insurance
- ✓ Up to \$9,000 in Tuition Assistance per fiscal year
- ✓ 13 paid holidays
- ✓ Receive 1 times your annual salary of Basic Life Insurance at no cost

Click [here](#) for more benefit details

**How to apply:**

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

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