

**DIRECTOR OF HUMAN RESOURCES**  
**CHAUTAUQUA COUNTY GOVERNMENT**

This is an excellent career opportunity for an executive-level candidate to lead the Human Resources Department of Chautauqua County Government. The Director of Human Resources supervises a staff of 10 in the administration of the following operations:

- Labor Relations and Union Contract Administration
- Workforce Planning
- Public Employer Civil Service Law
- Employment Benefits Including Health Insurance and Retirement
- Work Rules and Applicable Employment Laws
- Wage and Salary Administration
- Workforce Training

The ideal candidate will have a strong background as a Human Resources generalist. Additionally, preferred candidates would be skilled in working with organized labor, knowledgeable in employment regulations and possess strong leadership and supervisory skills. Public employment experience is a plus, as is prior experience as the head of a human resources department. This position reports to the Chautauqua County Executive.

The office is located in the Mayville, New York county government office campus. A competitive salary is offered commensurate with qualifications, education and experience. Employment benefits include the following:

- Health Insurance, including Vision, Dental and an opt-out payment option
- Vacation
- Sick leave
- Choice of Two Comprehensive Retirement Plans
- Optional Deferred Compensation Plan
- Paid Health Insurance Benefit at Retirement
- Wellness Program
- Paid Life Insurance

Application review will begin on May 2, 2022. Applications should be received no later than May 9, 2022 in order to receive primary consideration.

Candidates must meet minimum qualifications in order to be considered for interview and employment as follows:

**EITHER:**

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree or higher and three (3) years of full time paid experience in management or administration which shall have involved supervision of personnel; OR
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and five (5) years of experience in (A.) above; OR
- C. Graduation from high school or possession of a high school equivalency diploma and seven (7) years of experience in (A.) above.

Interested candidates should complete a Chautauqua County Application for Examination or Employment form (available on this website), include a resume, and mail it to:

Chautauqua County Department of Human Resources  
Gerace Office Building  
3 North Erie Street, Room 144  
Mayville, New York 14757  
Equal Opportunity Employer.