

**TOWN OF GRANBY
POSITION OPENING**

PART-TIME DIRECTOR OF HUMAN RESOURCES

Town of Granby seeks to hire an experienced Part-Time Director of Human Resources. Responsible for human resource services such as recruiting, interviewing, hiring, employee orientations, and review of personnel policies. In collaboration with the Administration Finance Officer assists with the administration of human resource policies, procedures, programs, and collective bargaining agreements. Knowledge of public personnel practices, and human resource policies and procedures; strong administrative, communication, analytical and problem-solving skills required.

Bachelor's Degree in business, human resources or related field, advanced coursework in human resource management strongly preferred; Must have a minimum of three years' work experience, preferably working for a municipality in a human resource environment: or any equivalent combination of education and experience. A Master's Degree in business or related field may be substituted for two years work experience in the human resource management; OR an equivalent combination of education, work experience and training.

This position is part-time for no more than 10 hours per week.

Applications and job descriptions may be obtained at www.granby-ct.gov. Send cover letter, application and resume by 12:30 p.m. on May 29, 2020, to Town of Granby, Town Manager's Office, 15 North Granby Road, Granby, CT 06035.

For more information, contact Ms. KerryAnn Kielbasa, Director of Human Services by e-mail at: kkielbasa@granby-ct.gov

Town of Granby is an EOE/AA/Equal Access Employer

May 8, 2020