

POSITION AVAILABLE

PERSONNEL OFFICER

Due to retirement, Steuben County, New York is currently recruiting candidates for the Unclassified position of **PERSONNEL OFFICER**.

The work involves responsibility for administering the provisions of Civil Service Law, Rules and Regulations and for planning, organizing, and directing a comprehensive county personnel program. Work is performed under the general direction of the County Manager with wide leeway allowed the incumbent for the exercise of independent judgment in planning and carrying out the activities of the Department of Personnel and Civil Service in accordance with legally established guidelines. Direct supervision, with the sole authority to hire and fire, is exercised over the work of all employees of the Department of Personnel and Civil Service. Does related work as required.

This is a highly responsible and independent position that:

- Administers the provisions of Civil Service Law for the county, cities, and local towns and villages.
- Maintains records for all personnel and positions.
- Advises County department heads, employees and the public concerning Civil Service Law.
- Is responsible for the planning, implementation, and evaluation of all personnel functions which relate to
County employees.
- Advises and oversees training, counseling and discipline of County employees
- Is the Legislative designee to respond to labor issues and grievance resolution.
- Administers labor negotiations, in conjunction with the County Manager.
- Administers the provisions of the approved wage and salary plans for county employees
- Administers and coordinates county employee benefit programs, including all health insurance and retirement plans.

► Applicants must meet the following **MINIMUM QUALIFICATIONS**:

Graduation from a regionally-accredited or New York State-registered college or university with a Bachelor's Degree and four years of full-time paid experience in personnel administration, two years of which must have been in public personnel administration.

Salary Range: \$67,000 - \$86,000, depending upon experience
NYS Retirement and excellent benefits
Located in scenic Finger Lakes region of New York State

Interested qualified applicants are invited to send a cover letter and resume to: Jack K. Wheeler, COUNTY MANAGER by **November 4, 2016** in care of:

Yvonne Erway, Confidential Secretary
Steuben County Manager
3 East Pulteney Square
Bath, NY 14810
FAX: 607-664-2282
Email: yvonnee@co.steuben.ny.us

STEUBEN COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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