



**Title:** DIRECTOR OF PERSONNEL (Provisional\* Appointment)

**Salary:** \$55,000 - \$70,000 annually, depending on experience

**Location:** Town of Pittsford  
11 South Main Street  
Pittsford, NY 14534

**Job Summary:** Director of Personnel is an administrative position responsible for personnel policies, benefits, and payroll. The position is part of the management team and reports directly to the Town Supervisor.

The position requires working knowledge of NYS Civil Service Law and local rules and regulations; knowledge of personnel administration, including recruitment and selection, position classification, payroll certification, staff development and training, employee relations and mediating personnel issues. The successful candidate will have knowledge of benefits administration, including health insurance, workers compensation, disability benefits, COBRA, and will have practical knowledge of applicable employment laws, such as ADA and FMLA.

Certification in Human Resources preferred, such as PHR or SPHR. Experience with operational employees, as well as office employees, preferred.

**Minimum Qualifications:** Any ONE of the following:

- (A) Bachelor's degree, plus seven (7) years of full-time or its part-time equivalent paid experience in public personnel activities including recruitment and selection, benefits administration, labor or employee relations, position classification or staff development and training, three (3) years of which shall have been in a supervisory capacity; OR,
- (B) Bachelor's degree in Public or Personnel Administration or Business Administration, plus six (6) years of experience as described in (A), three (3) years of which shall have been in a supervisory capacity; OR,
- (C) Master's degree in Public or Personnel Administration or Business Administration, plus five (5) years of experience as described in (A), three (3) years of which shall have been in a supervisory capacity.

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.

**SEND APPLICATION TO:**

Supervisor  
Town of Pittsford  
11 South Main Street  
Pittsford, NY 14534

Email to: [wsmith@townofpittsford.org](mailto:wsmith@townofpittsford.org)  
Fax to: (585) 248-6247  
For an employment application, click [HERE](#)