

JOB POSTING

The Leelanau County Finance Department is seeking qualified candidates for **the Full-Time (35 hours per week) Human Resources Manager** under the direction of the County Administrator

This is a non-Union position, with full County benefits, including medical, dental, vision, pension plan, life insurance, and personal and vacation days. The salary range is \$68,887 to \$76,336. A complete job description and link to the online application system is located on the County's website at the following link: <http://www.leelanau.gov/adminemployment.asp>. Any attachments must be in PDF format. ***Internal applicants can submit a letter of interest.***

Inquiries can be directed to:

Richard I. Lewis

Interim County Administrator

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(231) 256-9711

Employment Qualifications:

Education: Bachelor's Degree in Human Resources or other related field, such as Management or Business, is preferred

Experience: Minimum of three (3) years of experience in human resources responsibilities. Excellent written and verbal communication skills. Skilled in the use of office equipment and technology, including substantial experience in Microsoft Office Suite and the ability to master new technologies relevant to the position. Experience with BS&A is preferred.

Applications will be accepted until the position is filled.