



# Delaware County Board of Developmental Disabilities

*To inspire, empower, and support people to achieve their full potential.*

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## *Human Resources Manager*

***Job Duties:***

Responsible for the overall administration, coordination and evaluation of the human resource function including employee relations, policies, benefits, onboarding, and recruiting.

***Requirements/Credentials:***

Bachelor's degree in Human Resources, Business Administration or related area plus three (3) years related work experience; or equivalent combination of education and experience. Public sector experience preferred.

***Work Schedule:***

8:00 a.m. to 4:30 p.m.; 260 days annually  
Schedule will need to be flexible

***Pay Range:***

***\$55,179 - \$84,891***  
Depending on experience, education and credentials

***Work Location:***

7991 Columbus Pike, Lewis Center, OH 43035

***Position Available:***

Immediately

***Application Deadline:***

October 20, 2017

***Make application at:***

<http://www.co.delaware.oh.us/>  
***Only online applications will be accepted***

***For questions contact***

Wendy Mack  
Delaware County Board of Developmental Disabilities  
Wendy.Mack@dcbdd.org  
***No phone calls, please.***

*Working conditions may exist that do not normally exist in the occupation of a public employee. These conditions may include exposure to blood-borne pathogens, communicable diseases, potential infectious materials, hazardous chemicals and/or aggressive behavior.*

**An Equal Opportunity Employer and Service Provider**