



POSITION TITLE: HUMAN RESOURCES DIRECTOR
CLASS DESCRIPTION, 2026
POSITION NUMBER:
STATUS: EXEMPT
JOB FAMILY:

GENERAL DESCRIPTION OF DUTIES

Under minimal supervision, this position is responsible for the County's human resources functions by establishing and maintaining sound, transparent and consistent policies, practices and procedures and by overseeing the operation of the County's human resource functions to ensure an inclusive and diverse workforce. The human resources director directs and coordinates all human resources activities, including but not limited to employee relations, recruitment and retention, compensation, benefits, organizational development, skill development and employee related services by performing the following duties personally or through other staff. Supervises three (3) FTEs. Performs related work as required. The omission of specific duties does not preclude supervisor from assigning duties that are logically related to the position.

SPECIFIC DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class.

EXAMPLES OF ESSENTIAL FUNCTIONS

Plans, assigns and directs all activities of the department, such as pay and classification; benefits administration including retirement, life and health insurance; recruitment, testing, and selection; employee relations; performance appraisals; and occupational health.

Supervises, directs, motivates, and evaluates staff, processing employee concerns and problems including investigation of complaints or reports of policy violations; directing work, counseling, disciplining, and completing employee performance appraisals; communicates organizational goals to departmental staff; monitors departmental production for accuracy and timeliness; prioritizes and directs the allocation of departmental resources to accommodate work demand.

Assists and advises the County Administrator and other top management officials on sensitive or significant workforce and employment-related or organizational matters, and makes recommendations on policy matters such as compensation, benefits, workforce training, and staffing levels and adjustments.

Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of personnel under charge, ensuring their proper induction, orientation, and training.

Plans, oversees and participates in the research, development and implementation of countywide programs, policies, projects, and activities that impact County workforce.

Assists in the development of the County's operating budget relative to personnel costs and the monitoring of personnel expenditures.

Works with the County Attorney, as needed, to ensure that policies comply with applicable laws.

Provides a work environment that encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership, as well as the application of such principles to functions under charge. Provides adequate feedback to personnel under charge concerning their performance in terms of excellent, satisfactory, or lacking. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

Oversees the Floater program for staffing departments during peak volume and staff absences.

The County of Accomack is committed to a diverse and inclusive workplace

Oversees the analysis, maintenance, and communication of records required by law, local governing bodies, and/or other departments in the organization.

Oversees the County's risk management program to protect assets and reduce losses, serving as the main point of contact with insurance providers for property, equipment, building, and workers' compensation coverage.

Oversees the County's self-insured health insurance plans (medical, dental, and vision) with assistance from third party consultants.

Studies legislation, legal decisions, and information in professional periodicals and other sources to assess human resource trends.

Writes and delivers presentations to County administration and/or government officials regarding human resources policies and practices, data and trends.

Participates as a member of the County's leadership team.

Serves as the primary lead for the development and maintenance of HR-related business continuity plans, aligned with the County's overall business continuity program and strategy

Consults with and makes recommendations to the County Administrator, Board members, department heads, Constitutional Officers, and related staff on matters relating to human resources.

Performs special projects as required.

Assigns duties and responsibilities as necessary and/or appropriate to meet goals, enhance abilities of personnel under charge, build their confidence, and assist them in personal growth. Establishes and maintains confidence in personnel under charge to meet new or additional expectations.

Makes presentations to and/or answers questions of Board of Supervisors at monthly meetings and also serves as lead staff support for the County Personnel Committee.

Attends meetings and conferences.

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

MARGINAL FUNCTIONS

Represents the County or County Administrator at meetings and events as needed.

Reviews communications to the staff related to employee related policies, benefits, compensation or programs.

Serves as member of the Building Control Access group.

Facilitates process mapping processes and consultation for assessing departmental training needs.

Assists other departments with problem resolution.

Responds to inquiries via phone, fax or email; makes copies, faxes documents.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Human Resources, Public Administration, or a related field preferred; an equivalent combination of relevant education, training, and experience will be considered. Current PHR and/or SHRM certification and a minimum of ten (10) years of progressively responsible Human Resources experience required. Experience using and implementing HR modules within ERP systems, including leave management.

PREFERRED TRAINING AND EXPERIENCE

Master's degree in Human Resource Management or Masters in Business Administration, Public Administration with a concentration in Human Resources and ten (10) or more years of experience in HR department. Experience with HRIS and/or payroll systems and leave management systems.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of laws pertaining to employee relations, labor and health care benefits
- Knowledge of EEO.
- Knowledge of socio-economic conditions and trends affecting property appraisal.
- Knowledge of rights of taxpayers and property owners/public relations principles.
- Knowledge of local government practices for valuation of property for ad valorem tax purposes
- Knowledge of supervisory principles, practices, and techniques.
- Knowledge of the methods, procedures and policies of Accomack County as such pertains to the performance of the essential duties of Chief Human Resources Officer.
- Knowledge of principles and practices of public human resources management.
- Knowledge of the laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of the position.
- Knowledge of the organization of the department, and of related departments and agencies.
- Knowledge of occupational hazards and safety precautions required to perform the essential functions of the work.
- Knowledge of terminology and related professional languages used within the department as such pertains to work responsibilities.
- Knowledge of how to maintain cooperative and effective relationships with intra- and interdepartmental personnel, as well as any external entities with which position interacts.
- Ability to interact with leadership and employees to assist with employee relations, disciplinary actions, investigations and other HR functions.
- Ability to exhibit an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities.
- Ability to strive to anticipate work to be accomplished, and initiates appropriate and acceptable action for the completion of work with a minimum of supervision and instruction.
- Ability to exercise analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identification of alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advisement where appropriate, and researches issues, situations, and alternatives prior to exercising judgment.
- Ability to accept and strive to meet the goals and objectives of supervisory and managerial instruction and direction. Questions such instruction and direction when clarification of results or consequences is justified, i.e., poor communications, variance with established policies and procedures, etc.
- Ability to offers suggestions and recommendations to encourage and improve cooperation both intra- and interdepartmentally.
- Ability to exercise discretion and judgment in developing and implementing courses of action affecting functions under charge.
- Ability to recognize when a particular policy, procedure or strategy does not foster the desired result. Moves decisively and explicitly to develop and implement alternatives.

SPECIAL REQUIREMENTS

Possession of a valid driver’s license. Satisfactory completion of a background check, DMV records check and drug screening prior to employment. Annual DMV records check thereafter.

PHYSICAL DEMANDS

Physical Strength for this position is indicated below with an “X”

Sedentary	Light X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Physical Demands for this position are indicated below:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.	D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N/A Not Applicable

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Training or Presentations, Communicating with co-workers, filing
Sitting	C	Desk work, Meetings
Walking	O	To other departments/offices/office equipment
Lifting	O	Supplies, Equipment
Carrying	O	Supplies, Equipment
Pushing/Pulling	O	Equipment, Tables and Chairs
Reaching	R	For supplies, equipment
Fine Dexterity	C	Computer Keyboard, Telephone pad, Mobile Device pad
Kneeling	R	
Crouching	R	
Crawling	R	
Bending	R	Filing in lower drawers, Retrieving items from lower shelves/ground
Twisting	R	
Climbing	N	
Balancing	R	
Vision	C	Reading, Computer screen, Driving
Hearing	F	Communicating via telephone/radio, to co-workers/public
Talking	F	Communicating via telephone/headset, to co-workers/public
Foot Controls	R	Driving
Other (specified if applicable)	N/A	N/A

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, & HARDWARE:

PC, Servers, Printers, Scanners, Microsoft Office Suite, Outlook (email), Adobe Acrobat, Board Docs, IT Supported Software and Tools, Internet Browsers, Online portals for benefit software, ftp site, Content Management System software, HRIS.

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never	D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N/A Not Applicable
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	R
Fire Hazards	N
Explosives	N
Communicable Diseases	R
Physical Danger or Abuse	R
Other	N/A

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	R
Wetness/Humidity	N
Physical Hazards	N

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs	N/A Not Applicable
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other	N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	X
Warehouse		Outdoors	
Shop		Other	
Recreation/Neighborhood Center			

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee's Signature

Supervisor's Signature

Date

Date

Accomack County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Accomack County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.