

# Washington County

## Human Resources

### Human Resource Director

Implement and support management decisions of Commissioners' Court related to employees and their benefits. Responsible for obtaining and maintaining all records associated with an employee and his/her employment. Responsible for County compliance with state, federal employment laws and local County policies. Maintain personal confidential information related to County employees.

Bachelor's Degree in Human Resources, Management, or related field. Five to seven years in Human Resources and Payroll experience. Knowledge of related personnel law, current tax law, and HR/Payroll management systems, internal control practices and procedures, accounting, budgeting and mathematical principles and the operation of County and public service governmental operating systems.

#### **APPLICATIONS ARE AVAILABLE AT AND RETURNABLE TO**

Human Resources Office

Washington County Annex Building

105 West Main St, Suite 101, Brenham, Texas

E-mail: [hr@wacounty.com](mailto:hr@wacounty.com) [www.co.washington.tx.us](http://www.co.washington.tx.us)

*Equal Opportunity Employer*