



**Township of Lower Gwynedd
Director of Human Resources (DHR)**

The Township of Lower Gwynedd located in Springhouse, PA, a suburb of Philadelphia has an exciting opportunity for a highly motivated individual to create and manage the dedicated function of Human Resources. This is a highly responsible new position that will be a member of a collaborative senior management team and will report directly to the Township Manager. The DHR will partner with all Township departments in a proactive, strategic manner to maximize the importance, potential and value of Township employees. This position is the catalyst to promote a safe work environment, fairness, open communications, compassion and accountability as well as mutual trust and respect. The DHR provides leadership and guidance for creativity and innovation through programs, policies and practices to facilitate the Township's commitment to excellence, quality performance, legal compliance, diversity, equity and inclusion.

The DHR is a hands-on position responsible for all facets of a full-service one-person HR Department who will handle transactional daily duties for 46 employees including but not limited to, record keeping, coordinating the shared function of payroll with the Finance Department, healthcare, compensation/classification administration, job descriptions, recruitment, onboarding, orientation, out-processing, medical leaves, FMLA, ADA workers compensation compliance, HIPAA as well as transformational duties of leveraging technology, policy and procedure development and interpretation, employee and labor relations, organizational training, safety and wellness programs, performance excellence, assisting with labor contract negotiations, litigations, grievances, arbitrations and properly handles material of a highly confidential nature. This work requires that the employee have thorough knowledge, skills and abilities in all phases of human resources and labor relations.

Qualifications include, but are not limited to:

A bachelor's degree from an accredited college or university in human resources, business or public administration or a closely related field plus a minimum of five years of progressively responsible experience in human resources administration, or an equivalent combination of education and qualifying experience. Public human resources experience is preferred. A master's degree in human resources administration or a related field is a plus. Professional or Senior Professional in Human Resources (PHR or SPHR) certification and/or SHRM Certified Professional (CP) a plus.

A competitive salary is DOQ with an excellent benefits package; applicant is required to successfully complete a comprehensive background check and verifications.

To apply, submit a cover letter and resume along with salary history in one document to Roseann McGrath at Roseann@rmcgrathconsulting.com no later than May 28, 2021. For a full job description and qualifications please visit www.lowergwynedd.org. Lower Gwynedd Township is proud to be an EOE who values diversity, equity, and inclusion.