



DIRECTOR OF HUMAN RESOURCES

Town of Ware

Wanted: Director of Human Resources. This is a non-union, 40 hours per week, confidential position. **Duties include:** Monitors and reviews current personnel policies, job classifications and salary structures; staff professional development and training; collective bargaining negotiations and executes grievance settlement and personnel agreements; handles insurance and accident reporting; represents the employer in a variety of federal and state labor and employment forums, advises on the Town's personnel budget and associated expenses; recruits, evaluates and recommends applicants in accordance with job descriptions. **Minimum Qualifications:** Bachelor's degree in public administration, business administration, human resources, or related field, certification or experience. **Preferred Qualifications:** Master's degree in public administration or advanced degree in a related field preferred. Three to five years' senior experience in municipal management or human resource administration; or any equivalent combination of education and experience. All applicants must be able to pass a criminal background/CORI check and a pre-employment physical including drug testing. **Salary range:** DOQ. Interested applicants please send cover letter and resume with three professional references to: Human Resources Department, Town of Ware, 126 Main Street, Ware, Massachusetts 01082 or e-mail resumes@townofware.com. AA/EOE