



JOB POSTING

Applications Accepted
Until Filled

Position: Director of Human Resources
Department: Human Resources
Employee Category: Full-Time
Annual Salary: \$106,696 – \$112,030
Work Schedule: Monday – Friday from 8:00AM – 5:00PM
To Apply: Applications available on our website www.bedfordtx.gov/hr or at City Hall Building B – 2000 Forest Ridge Drive. [Click here to apply.](#)

JOB SUMMARY: Develops policy and directs and coordinates human resources activities, such as employment, compensation, employee relations, benefits, training, and employee services. Ensures compliance with City, State and Federal legislation regarding all aspects of human resource management law. Reviews all disciplinary actions and consults with supervisors and provides advice and recommendations.

MINIMUM QUALIFICATIONS:

- Bachelor of Business Administration (B.B.A.) in Human Resource management or a related field from a four year college or university; and five years of management of the overall or of a significant human resource function with two years of supervisory experience; or equivalent combination of education and experience.
- A valid Texas Drivers' License.
- **Preferred:** Professional (PHR) or (SPHR) Senior Professional in Human Resources.

SKILLS AND EXPERIENCE:

- Demonstrated knowledge of the principles of human resource management.
- Advanced oral and written communications skills.
- Demonstrated knowledge and skill in the use and application of computer software such as; Word, Excel and Access.
- Demonstrated ability to develop and maintain effective working relationships with other employees, supervisors and other Department/Division heads.
- Demonstrated ability to determine the prudent and appropriate course of action in situations where policy guidelines may not be available or require interpretation.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.