

The Town of Oak Island is looking for a Human Resources Officer. The position is responsible for developing, organizing, and implementing a variety of human resources programs designed to help the Town achieve its mission. Work includes developing policies and programs, facilitating the identification and removal of barriers to productivity in the organization, and planning for the implementation of personnel practices with management and employees. Functions include compensation, employee relations, training and development, recruitment and selection, benefits, performance evaluation programs, and personnel database and records management. Work requires an understanding of organizational development, human behavior, the laws and regulations affecting the human resources management field, considerable judgment and initiative in program development, policy interpretation and application, problem analysis and resolution and in maintaining confidentiality in personnel issues and actions. Knowledge of Excel, payroll software and NC retirement system is a must. Graduation from a four-year college or university with a major in human resource management, public administration, business or related human service field and considerable experience in personnel management, or an equivalent combination of education and experience, is required. Work is performed under the supervision of the Town Manager and is evaluated by discussion, reports, observation, and feedback from managers and employees. Hiring range is \$52,000 to \$64,000. Applications are available on the Town's website at [www.oakislandnc.com](http://www.oakislandnc.com) under Job Opportunities. Applications and resumes can also be mailed to Town of Oak Island, Human Resources, 4601 E. Oak Island Drive, Oak Island, NC 28465 or faxed to (910) 278-9542.