

Networks Northwest, a ten-county public agency serving all of Northwest Lower Michigan, is looking for a Director of Human Resources to join our team! The preferred candidate will be an experienced HR professional that can work independently, a leader who will quickly establish, deliver, and sustain mission-critical HR competencies and service delivery for this newly formed position.

The preferred candidate is a collaborative thinker who is undaunted by ambiguity and rapid change. Ultimately, Networks Northwest seeks an individual willing to roll up sleeves and get things done, using experience and know-how, but also flexible enough to continue learning, growing, and operating in our often fast-paced, dynamic culture.

The primary focus of this role is to provide direct services focused on talent acquisition talent management, compensation and benefits administration, employee relations, employee recognition, performance management, policy and procedure development, and training.

Responsibilities, essential duties, and functions include but are not limited to:

- Responsible for the full-life-cycle recruitment process and employee retention programs;
- Benefit administration to include claims resolution and change reporting;
- Manages FMLA and other leave for employees;
- Assists with the employee performance review and corrective action processes;
- Participate in the development and implementation of policies and procedures;
- In conjunction with hiring managers, participate in 90-day employee performance reviews;
- Assists with the annual performance review and corrective action processes.

Essential qualifications, knowledge, skills, and abilities include but are not limited to:

- Bachelor's degree in Human Resources or related field of study.
- 5-10 years of human resource management and leadership experience.
- Demonstrated experience across broad areas of human resources.
- Commitment to an inclusive and collaborative leadership style.
- Experience in developing and implementing HR programs and strategies.
- SHRM/PHR certification desired.
- Possession of a valid driver's license and insurable to drive agency vehicles.

This is a full-time salaried position paying \$65,000 - \$75,000 per year located in Traverse City, MI. The employee is entitled to the Networks Northwest fringe benefits package that includes: comprehensive health, dental and vision insurance with employer paid premiums; life insurance; employer paid deferred compensation retirement package; paid vacation, paid sick leave, and paid holidays; company assigned cell phone and computer.

How to Apply: Interested candidates are to forward cover letter and resume by 5:00 p.m. on February 4th, 2022 to: Matt McCauley, Chief Executive Officer, Networks Northwest, at matt.mccauley@networksnorthwest.org. Learn more about Networks Northwest by visiting www.networksnorthwest.org