**Job Description:** Paul D. Camp Community College (PDCCC) is seeking an exceptional individual to serve as the College’s chief human resources officer. Reporting to the Vice President of Financial and Administrative Services, the Human Resource Manager is responsible for providing both hands-on management and strategic leadership in developing, implementing, and maintaining high quality human resources and payroll services to attract, hire, serve, support, and retain employees, and to make PDCCC a great place to work and learn. The Manager is responsible for developing and managing an array of HR, Payroll and Records policies and processes to serve and support PDCCC’s employees, including: recruitment, selection and employment; compensation administration; equal employment opportunity and affirmative action; employee training and personnel development; personnel records and reports; personnel policies; benefits administration; employee relations; payroll and leave administration; and agency records management. This position supervises a staff of two employees including the payroll function.

**Minimum Required Qualifications:**

- Bachelor’s Degree required, degree in human resources, business management or a related field preferred;
- Significant experience with mastery level knowledge and experience in two or more functional areas of HR;
- Knowledge and understanding of Payroll policies, procedures and processes;
- Experience Microsoft Office products (especially Excel and Word);
- Knowledge of applicable state and federal laws impacting compensation, benefits, payroll, and employment;
- Ability to work as a listener, contributor, and change agent interacting with all constituencies at all levels of the institution;
- Supervisory experience and coaching skills;
- Detail oriented with the ability to meet deadlines;
- Ability to work within a team or independently;
- Excellent written and oral communication skills; and
- Ability to lead with energy, enthusiasm and a sense of humor.

**Preferred Qualifications:**

- Master’s degree
- PHR, SPHR, CBP, CCP or other HR-related certification;
- Experience in a higher education setting;
- Experience with PeopleSoft software applications;
- Knowledge and/or experience with Virginia Department of Human Resources Procedures and Guidelines; and
- Knowledge and/or experience with Virginia Department of Accounts CIPPS payroll accounting.

**Special Requirements:** Selected candidate must become a Notary Public within six months of employment and will complete the Commonwealth’s Statement of Economic Interest annually. Any offer of employment will be contingent upon successful completion of a background investigation.

**Type of appointment:** Full-time Classified Pay Band 5 position with full state benefits. Salary is commensurate with education and experience. Hiring Range $40,960 - $62,510, commensurate with education and experience.

**Application Process:** Applicants must submit a resume, and a letter of interest addressing qualifications for position. **Review of candidate materials will begin on August 31, 2012. Position will be open until filled.** Materials should be directed to Dr. Joe Edenfield, Vice President of Financial and Administrative Services, Paul D. Camp Community College, and P.O. Box 737, Franklin, Virginia 23851. Email: jedenfield@pdc.edu. **Paul D. Camp Community College is an Equal Opportunity/Affirmative Action Institution of Higher Education. Women, minorities, and the disabled are encouraged to apply.**