



Human Resources Director

Miami Township, Clermont County, Ohio is accepting resumes for the position of HR Director. Under the supervision of the Township Administrator, the Human Resources Director will be a member of the leadership team and complete the human resources functions, including personnel matters and the employee benefits programs, of Miami Township. This is a new position being created because of the retirement of the Township's Human Resources Coordinator after a 35-year career with the Township. This will provide an exciting opportunity to guide the future of our human resource functions, career and personal development of the team, and have a significant role in our positive culture.

Miami Township, Clermont County is located along the eastern I-275 loop in southwest Ohio, less than a 20-mile drive from downtown Cincinnati. Bordering the beautiful Little Miami River, Miami Township contains five miles of the 78-mile Little Miami Scenic Trail system. We are focused on our residents' quality of life and have the highest housing value and highest average household income in Clermont County. With over 44,000 residents, an award-winning park system and 33 square miles of area and including a diverse business environment, Miami Township will provide an interesting career opportunity for the HR Director. The primary objective of this role focuses on the development of a robust workforce, development of the Human Resources department and maintaining an employee-oriented culture. Primary responsibilities include coordinating the benefits programs, managing Workers' Compensation processes, and directing methods of recruiting, selecting, orienting, and supporting employees.

This position requires a bachelor's degree from an accredited college or university with a major in human resources, business administration, public administration or related field. A minimum of 5 years' experience in human resources and a human resource certification is required. Experience dealing with human relations functions in the public sector and working with collective bargaining contracts is preferred. This position is salaried with an anticipated salary range of \$75,000 - \$100,000+ per year. A very competitive benefits and paid time off package is available to the best candidate. Job description is available online at www.miamitwpoh.gov . Send resume and cover letter to: HR Director job search, Miami Township, 6101 Meijer Drive, Milford, OH 45150 by 4:30 p.m. February 18, 2022. Miami Township is an equal opportunity employer and a drug/alcohol free workplace.