



Executive Assistant/Human Resources Manager

The Town of Benson is seeking an experienced Executive Assistant/Human Resources Manager with strong organizational skills and a proven ability to creatively develop, implement, and lead human resources functions. The ideal candidate will be a dedicated and driven public servant willing to take on the challenge of developing this new role to support and further the mission of the Town. Benson is located in Johnston County just 22 miles south-southeast of Raleigh. The Town has experienced \$10M in residential growth and \$68M in commercial growth during the past 24-months, creating 183 net new jobs within the community. The growing town of Benson represents the best of two worlds: close enough to big city diversions, yet far enough away to preserve the relaxed, small town, family-centered way of life that makes Benson so special. The Executive Assistant/Human Resources Manager will provide direct executive support to the Town Manager and the Board of Commissioners, and serve as the primary point of contact for internal and external constituencies. This dual role will be responsible for planning, organizing, developing, and implementing a variety of personnel programs in areas such as safety, wellness, training and development, and benefits. Additional functions include compensation, employee relations, recruitment and selection, performance evaluation programs, worker's compensation, and personnel records management. Work requires an understanding of organizational development, human behavior, and human resources laws and regulations, sound judgment in maintaining confidentiality regarding personnel actions, and strong written and verbal communication, administrative, and organizational skills. A Bachelor's Degree in Human Resource Management, Public or Business Administration, Psychology, or a related human service field and considerable experience of a progressively responsible nature in personnel management and/or in supporting executives/managers is desired. A Master of Public Administration degree or Juris Doctor degree is preferred. The salary range for the position is \$41,000-\$64,000, and benefits include paid participation in the North Carolina State Health Plan, paid dental, vision and life insurance, 5% 401(K) match, 12 paid holidays and 2-weeks paid-time off per year, and an abundant wellness program that includes incentives. **The position is open until filled with a first review occurring December 5th. To receive full consideration, a cover letter, a resume containing 3 references, and a completed Town application must be mailed to P.O. Box 69, Benson, NC 27504-0069 or hand delivered to 303 East Church Street, Benson, NC 27504.** To view the complete job description and to access an application visit www.townofbenson.com and navigate to the Employment page. The Town of Benson is an Equal Opportunity Employer.