



POSITION AVAILABLE

- TITLE:** Vice President of Human Resources
- REPORTS TO:** Chief Executive Officer
- SUPERVISES:** Director of Safety, Training & Loss Control
Payroll & Benefits Specialist
- EDUCATION:** Degree in Business, Human Resource Management or equivalent combination of education and experience.

Human Resource professional certification preferred (SHRM-CP, PHR, etc.)
- EXPERIENCE:** Minimum of eight (8) years business oriented experience, preferably with an electric utility background. Should also have a working knowledge of modern organization practices, wage and salary administration, labor laws, and employee relations.

MENTAL & PHYSICAL REQUIREMENTS:

Must have the ability to effectively interact with other Cooperative employees, business and industry representatives, Cooperative members, and the general public and related groups and individuals.

Must have the mental capacity to rationally develop and implement plans, programs, strategies, and criteria for human resources services.

Must have the aptitude to logically and objectively evaluate obstructions and impediments to plans and programs, make rational independent decisions, and develop reasonable solutions to problems.

Must be able to follow verbal and written instructions.

Must possess the ability to clearly, concisely and effectively communicate in providing and acquiring information to/from the Department Head, employees, members, the general public, and related groups and individuals.

Must be able to attend work on a regular and predictable basis.

ESSENTIAL FUNCTIONS:

Establishes standard recruitment, selection and employee orientation procedures.

Responsible for developing and maintaining the Cooperative's wage & salary plan.

Responsible for establishing and monitoring the employee performance appraisal system.

Ensures the training and development of employees to meet system needs.

Recommends the fringe benefits offered by the Cooperative and is responsible for their administration. Serves as Group Health Plan's Privacy Officer.

Researches and recommends human resources policies and is responsible for compliance with federal and state employment laws.

Responsible for the Cooperative's payroll function.

Responsible for employee safety, job training, loss control programs and security system.

Develops department budget.

Supports the Cooperative's Strategic Plan Mission and Vision Statements.

NON-DISCRIMINATION:

Selection of this position will be based solely on the applicant's qualification, without regard to race, color, sex (including gender identity, sexual orientation and pregnancy,) age (40 or older,) religion, national origin, disability (including physical or mental impairment,) genetic information, or veteran status.

EXEMPT STATUS:

This position is exempt from the overtime requirements of the Fair Labor Standards as amended.

SUBMIT REQUEST FOR CONSIDERATION TO CINDY MOORE BY FRIDAY, FEBRUARY 23, 2018

cindyhorrell@fourcty.org

*Cindy Horrell Moore, PHR, SHRM-CP
Vice President of Human Resources
Four County EMC
PO Box 667
1822 NC Hwy 53 W
Burgaw, NC 28425
910.259.2171
www.fourcty.org/AboutUs/Employment*

