

The City of Waxahachie is accepting applications for **Human Resources/Civil Service Director, Human Resources Dept.** This individual will plan, direct, and oversee the activities and operations of the Human Resource department functions including personnel management, risk management, Civil Service, and other projects as assigned; and to provide highly responsible and complex administrative support to the City Manager.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible personnel or administrative services experience including three years of management and administrative responsibility; Three years' experience administering a Chapter 143 Civil Service program.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, personnel management or a related field.

Hours are Monday-Friday 8:00-5:00.

Starting Salary is \$7766/month or DOQ

Please send resumes to gsims@waxahachie.com