



**SARATOGA COUNTY
DEPARTMENT OF HUMAN RESOURCES**

County Municipal Center
40 McMaster Street
Ballston Spa, New York 12020
www.saratogacountyny.gov

MARGARET C. MCNAMARA
DIRECTOR OF HUMAN RESOURCES

TELEPHONE: (518) 885-2225

CAREER OPPORTUNITY

**DEPUTY DIRECTOR OF HUMAN RESOURCES
SARATOGA COUNTY HUMAN RESOURCES OFFICE**

SALARY: \$78,631

The work involves responsibility of acting for and in place of the Saratoga County Director of Human Resources with regard to the administration of all personnel related matters and functions for the County; including union contract negotiations, labor relations, legislature dealings, benefit administration, as well as assuming major responsibilities for work force analysis, EEO and ADA compliance issues. Work is carried out in accordance with, and pursuant to, the requirements of New York State Civil Service Law and Rules and Regulations. Work is performed under the general direction of the Director of Human Resources, with wide leeway allowed for the exercise of independent judgment in the carrying out of duties within established guideline. In conjunction with the Director of Human Resources, direct supervision is exercised over the activities of all subordinate department staff. Performs related work as required.

MINIMUM QUALIFICATIONS: Either...

- A) Graduation from a regionally accredited or New York State College or University with a Master's Degree in Public or Business Administration, Labor Relations, or closely related field and three (3) years of experience with public personnel administration to include 2 (two) years of supervisory responsibilities; **OR**
- B) Graduation from a regionally accredited or New York State College or University with a Bachelor's Degree in Public or Business Administration, Labor Relations, or closely related field and (5) years of experience with public personnel administration to include 2 (two) years of supervisory responsibilities.

SUBMIT APPLICATION TO: Personnel Officer – Civil Service Division
Saratoga County Human Resources Department
40 McMaster Street
Ballston Spa, New York 12020

APPLICATIONS WILL BE ACCEPTED UNTIL (Close of Business): 10/12/18

Applications available in the Human Resources Office or on our website. **Resume MAY NOT be substituted for Application.** Applications must be received in our office by close of business on date indicated.
Postmarks WILL NOT be accepted for this position. No Fax Submissions Please.

**** This position will be filled on a provisional basis pending the results of a Civil Service examination to be scheduled at a later date****

"Saratoga County is an Equal Opportunity Employer with an Affirmative Action Program"

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