

# JOB OPENING

## DIRECTOR OF SPECIAL PROJECTS & HUMAN RESOURCES

Northwest Tennessee Development District and Northwest Tennessee Human Resource Agency is seeking a person to provide leadership in the area of Special Projects and Human Resources.

### Duties May Include:

- Responsible for human resources duties for both agencies.
- Responsible for the update and oversight of the agencies Personnel Policies.
- Promotion of the two agencies in the region and the state.
- Monitor current and pending human resource legislation to keep staff and local elected officials advised on specific human resource programs and services. Assist in the development of human resource programs as needed.
- Provide assistance in the development of training, workshops and conferences that keep pace with current trends and advances in technology.
- Attend workshops and seminars as assigned and represent Northwest Tennessee Human Resource Agency and Northwest Tennessee Development District at various events and meetings.
- Provide assistance to the Board of Directors and Executive Director regarding special programs and projects; prepare reports and information on special projects. Responsible for board minutes, board notices and distribution of board material.
- Assist Executive Director as needed.

### Qualifications:

- Bachelor's Degree required.
- Ability to exhibit flexibility and versatility in adapting to diverse responsibilities and job assignments.
- Interpersonal and communication skills.
- Proficiency in usage of personal computers and appropriate software.
- Ability to express the agencies' philosophy to the general public.
- Knowledge of the organization and structure of local governments and ability to work with local government officials.
- Ability to travel regionally and nationally as necessary.

**Interested parties should email letter of interest and resume to [Melinda.goode@nwthra.org](mailto:Melinda.goode@nwthra.org) no later than December 4, 2020 at 10 a.m.**

*Northwest Tennessee Development District and Human Resource Agency does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.*