



Assistant Director Human Resources

City of Miami Gardens, FL. (109,700)

Posted Date: 02/06/12

Deadline: 02/20/12, or until filled.

Starting Salary: \$63,143 min. to \$78,929 mid. /DOQ

Nature of Work:

Performs administrative and professional work as the principal assistant to the Human Resource/Risk Director. Assists the Director in managerial and operational aspects of a comprehensive personnel and human resources program. Assists with the implementation of policies and procedures on recruitment and selection, classification and salary administration, training, organizational development, and related employee relations activities. Work is performed independently with general direction from the department director and is reviewed periodically through conferences, written reports and evaluation of results obtained.

Minimum Requirements:

Bachelor's Degree with emphasis in Human Resource Management, Industrial Relations or related field with seven (7) years of progressively responsible experience at professional/management level in three or more human resources functions to include supervisory experience; or an equivalent combination of education, training, and experience. Experience working in a government/public sector environment desired. Masters preferred.

Please send Resume & Official City Application Form to:

Human Resources Department, City of Miami Gardens
1515 NW 167th Street; Bldg. 5 - Suite 200
Miami Gardens, FL 33169
Fax: (305) 622- 8265
www.miamigardens-fl.gov
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