

**NAUGATUCK VALLEY COMMUNITY COLLEGE
JOB OPPORTUNITY
DIRECTOR OF HUMAN RESOURCES AND LABOR RELATIONS
12-Month, MANAGEMENT POSITION**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Naugatuck Valley Community College

Minimum Salary: \$76,131 annual approximate, plus excellent medical insurance, retirement and related fringe benefits

Closing Date: August 15, 2012

Minimum Qualifications:

Master's Degree in Human Resource Management, Public, or Business Administration or related field, with at least 4 years professional human resource management experience and not less than 2 years in a supervisory capacity. Incumbents must have demonstrated competence in public administration, affirmative action planning, labor relations, contract administration in a unionized environment, recruitment, wage, salary, and benefits administration, organizational training and development, performance appraisal systems management, and computerized human resource information systems management. Candidates must have excellent communication skills with diverse constituencies. Law degree preferred.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position. They must also provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

Responsibilities:

Responsibilities include Human Resources Management, contract and grievance management, performance appraisal, payroll and employee benefits, providing advice and counsel to the President and management on resource allocation, recruitment, and collective bargaining agreements; developing and implementing effective employee communication and training programs; developing and maintaining operating budget for Human Resources.

Application Instructions:

For complete application instructions, please go to the Naugatuck Valley Community College website at <http://www.nvcc.commnet.edu/newsevents/employment.shtml>

ALL EMPLOYMENT, IF OFFERED, IS CONTINGENT UPON PROOF OF CITIZENSHIP OR EMPLOYABILITY UNDER THE REQUIREMENT OF THE IMMIGRATION REFORM AND CONTROL ACT (IRCA).

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.