

Public Personnel experience – Strongly Preferred
Personnel experience/training – Required

Position Description

PART TIME PERSONNEL MANAGER - 18 hours per week, located in Plymouth, MA

The Plymouth County Registry of Deeds is the guardian of historical and modern land records from the Pilgrims to the present and is a Department of the County of Plymouth. The Registry of Deeds has over 17 million images available to the public, these images include all recorded documents, plans, Land Court certificates, and many special collections and is the Recording Office for property transactions affecting the City of Brockton and the 26 towns in Plymouth County. The Registry of Deeds is currently comprised of thirty-five employees located in Plymouth, Brockton and Rockland.

All of us who work at the registry are proud of our reputation as an innovative, customer friendly operation. As Personnel Manager, you will be an integral part of furthering that tradition through effective oversight of all Personnel related activity.

Duties include but are not limited to:

- Planning, directing and coordinating human resource management activities of the Registry of Deeds to maximize the strategic use of human resources and maintain functions such as employee compensation, recruitment, personnel policies, and regulatory compliance.
- Assuring that the Registry of Deeds complies with all Federal and State Employment Laws as well as County Personnel Rules and Policies. Advising managers on organizational policy matters and recommending changes as necessary.
- Serving as a link between Administration and employees by handling questions, interpreting and administering personnel rules and regulations and helping resolve work-related concerns.
- Maintaining records and compiling statistical reports concerning personnel-related data.
- Assisting in the preparation of the annual Personnel budget.
- Serves as liaison between the Registry of Deeds and the Plymouth County Commissioners Office with respect to employee benefits; and to the Treasurer's Office with respect to payroll and retirement matters.
- Assists with recruitment and new hire orientation.
- Maintains personnel files, attendance, payroll and paid time off records. Provides reports on the same.
- Maintains personnel related documents including employee handbook, organization chart, job descriptions, and performance evaluations, along with operations manuals and emergency policies and procedures.

Position Requirements

Human Resources experience and/or training and a comprehensive understanding of best practices in Human Resources. Previous public personnel experience strongly preferred. Must be well versed in Massachusetts and federal employment regulations. A Bachelor's Degree or the equivalent in personnel management experience.

Desired Experience & Ability

- Very strong organizational skills
- Very strong facilitation, writing, verbal and written communication skills
- Ability to analyze organizational issues and translate complex concepts into action plans

- Ability to motivate, develop and provide direction to employees
- Ability to effectively prioritize and multitask
- Strong problem solving, leadership, interpersonal and listening skills
- Computer skills in PC applications including Excel, Word,

PLEASE FORWARD RESUME TO:

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The Plymouth County Registry of Deeds is an Affirmative Action/Equal Employment Opportunity Employer and complies with ADA requirements.