

**SPINDLETOP CENTER
655 SOUTH 8TH ST.
BEAUMONT, TX 77701**

JOB POSTING

Position: **Chief Human Resources Officer**

Salary: **\$90,000 - \$110,000**

Scheduled work hours: **Mon – Fri, 8-5**

Position Number: **120**

Date: **October 11, 2017 (Opened until filled)**

JOB PURPOSE: Oversees and directs the recruitment, employment, benefit programs, staff development, employee relations, disciplinary and credentialing/privileging activities of the Center. Serves as Center representative in legal matters relating to employment or consumer issues. Serves as the Center's Safety Officer and Compliance Officer. Work is performed under the general supervision of the Chief Executive Officer with extensive latitude for the exercise of discretion and independent judgment.

EDUCATION AND EXPERIENCE REQUIRED: Bachelor's degree in human resource management, business administration or public administration or a related field and at least three years of increasingly responsible experience in human resources. Must have excellent writing skills. Knowledge of Human Resource/Payroll software systems preferred.

OTHER REQUIREMENTS OR CONDITIONS(specify):

Current State of Texas Driver License or if you live in another state, must be currently licensed in that state. Liability insurance required if employee will operate personal vehicle on Center property or for Center business. Must be insurable by Center's liability carrier if employee operates a Center vehicle or drives personal car on Center business.

Apply online at WWW.STCTR.ORG – JOBank (top of screen)

Contact: **Carol M. Parker (409) 784-5592**
Carol.parker@stctr.org