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» EMPLOYMENT

Investing in Portland's Future

PDC
PORTLAND DEVELOPMENT COMMISSION

HUMAN RESOURCES DIVISION MANAGER
exempt position reports to the CFO
Closing Date: June 7, 2011 5:00 p.m.

General Position Summary:
Collaborates with PDC Executives and managers to build and manage the Human Resources function which is responsible for organizational development and strategy, policies and programs covering employment (including forecasting PDC's workforce needs), compensation, benefits, performance management, employee relations, labor relations, recruiting and retention, training, diversity, and compliance with all applicable federal, state and local employment laws. This position is charged with creating and maintaining the credibility of HR service and function on behalf of PDC.

- The successful candidate will have:
- A Bachelor's degree in business, HR or industrial relations and a SPHR certification is required, or an equivalent combination of training and experience. (Extensive public sector work experience in HR could substitute for the educational requirements).
 - Required experience is 8-10 years of broad-based HR background, six of which give evidence of the ability to work effectively at the management level and successfully manage HR staff, preferably in a public sector environment.
 - Union experience required.
 - A post graduate degree in HR is preferred.
 - Comprehensive knowledge of HR process, functions, legal requirements, and practices in a public sector environment.
 - Superior oral and written communication skills.
 - Strong proficiency using Microsoft Office software.
 - Exceptional verbal and written communication skills.
 - Strong facilitation, mediation, negotiation, and conflict resolution skills.
 - Ability to provide vision and leadership.
 - Demonstrated a capacity to interface and maintain effective relationships with Executives, Managers, and employees in a fast-paced and complex organization.

To apply send your resume and cover letter to recruiter@hranswers.com with PDC HR Division Manager in the subject line.
An application packet will be forwarded to you for completion.

PDC values diversity in its workforce and is committed to Equal Employment Opportunity and Affirmative Action.

» EMPLOYMENT

The Department of County Human Services is seeking a full-time **Behavioral Health Program Manager.**

For a full job announcement and application instructions, please visit www.multcojobs.org. Application deadline 11:59pm, June 10th. EOE.

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