

JOB VACANCY

Date of Notice: May 8, 2025

Position Title: **Human Resources Director**

Reports to: Assistant Town Manager

Employee Group: Non-Union

FLSA Status: Exempt

Pay Range: \$99,715 - \$138,029 (12 step pay range) *

Closing date: May 30, 2025

The Town of Exeter is looking for an energetic and team-oriented individual to join the leadership team as our next Human Resources Director. This full-time position reports to the Assistant Town Manager and supervises the Human Resources Generalist and Human Resources Assistant. Exeter offers a professional and congenial work environment with experienced, collaborative leaders and engaged employees. This is an excellent opportunity for an HR professional to build on a solid foundation and take our HR function to the next level.

The Human Resources Director, reporting to the Assistant Town Manager, is responsible for guiding and managing the overall provision of the Human Resources department's services, policies, benefits and programs for the entire organization and retirees. The Director will plan, lead, direct, develop and coordinate the policies, activities, and staff of the Human Resources (HR) department, ensuring legal compliance and implementation of the Town's mission and talent strategy.

Candidates should have a bachelors degree in human resources management, public administration, business, municipal finance or a related field. A master's degree in public administration, human resources or another related advanced degree is preferred. SHRM or PSHRA preferred. Candidate must have eight to ten years of experience with five years of supervision responsibilities. Union experience preferred.

This is a full-time position with a standard schedule of 8:00 a.m. – 4:30 p.m. Monday – Friday, though work outside of those hours will be required at times. The Town of Exeter offers a comprehensive benefits package, including paid leave, health, dental and vision insurance, life and disability insurance and flexible spending account plans.

* The full FY2025 12 step salary range is \$99,715 - \$138,029. Starting salary is based on qualifications however is expected to be \$99,715 - \$105, 788.

Full job description and application: <https://www.exeternh.gov/jobs>

Email application, cover letter and resume to: hr@exeternh.gov or mail to

10 Front Street, Exeter, NH 03833