

Part-Time Human Resources Director
Newtown Township
Bucks County, PA

Newtown Township is now accepting applications for a part-time Human Resources Director. Applicants should possess a Bachelor's Degree in Human Resources, Administration, or a related field. A minimum of five (5) years of experience in HR and benefits administration, municipal or public sector experience, is required; a SHRM certification is preferred. Applicants should possess strong management and communication skills. The position is a part-time exempt position with a starting salary of \$55,000 - \$60,000 annually, based on an anticipated schedule of 20 -25 hours per week. Salary will not be reduced, or increased, if the actual hours worked are in excess or less than the anticipated schedule.

Applicants must successfully pass a background and criminal history clearance. A full job description is available online at www.newtownpa.gov. To apply, please submit a resume, cover letter, and contact information for three professional references. The position will remain open until filled. Applications can be submitted by email to oliviak@newtownpa.gov, or in person at 100 Municipal Drive, Newtown, PA 18940.