



Western Piedmont  
Council of Governments



# JOIN OUR TEAM

NOW HIRING

## ADMINISTRATIVE SERVICES & HR DIRECTOR

The Western Piedmont Council of Governments (WPCOG) is currently seeking energetic, self-motivated, and detail oriented candidates for the position of **Administrative Services & Human Resources Director**. The WPCOG is an innovative and forward-thinking organization dedicated to addressing issues related to planning, economic & community development, workforce development, aging, housing, and other significant issues for the region, employing 68 highly skilled individuals.

Situated in the beautiful rolling hills and mountains of western North Carolina, ample opportunities for recreation, shopping and dining abound in the region, making the area an ideal place to call home. The region contains great natural resources from the slopes of Grandfather Mountain to five major lakes along the Catawba River. The region contains a population of approximately 365,000 in Alexander, Burke, Caldwell and Catawba counties and is less than an hour's drive from Charlotte or the NC mountains.

### THE ORGANIZATION

WPCOG is a regional governmental agency owned by the 28 local governments in the region and organized in 1968 to provide long-range planning, technical assistance and regional delivery of services. Our organization is one of 16 regional councils in North Carolina formed under NC General Statutes 160A 470-478. Local governments eligible for WPCOG membership include Alexander, Burke, Caldwell and Catawba Counties located in Western NC and the 24 cities and towns within those counties.

WPCOG is organized into seven departments including: Administration; Area Agency on Aging; Community and Economic Development; Community and Regional Planning; Finance; Regional Housing Authority; and Workforce Development.

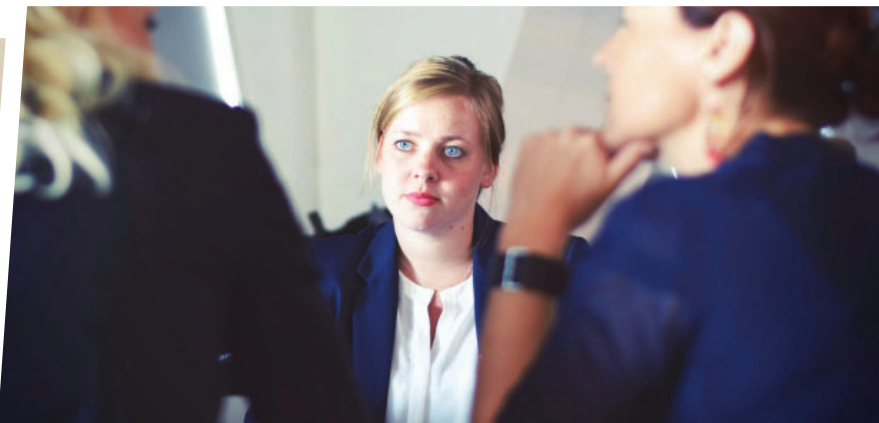
### POSITION DESCRIPTION

The director is responsible for managing and delivering administrative and human resources functions within the WPCOG and supervises 4 full-time employees. Additionally, the director manages: a budget of \$2.8 million, human resources functions, administrative staff, communications, assigned special projects, administrative services for the board, pay plan studies, and executive searches for local governments. The successful candidate must be well organized, excellent in building and maintaining relationships and able to serve as an advocate for WPCOG services to local governments. The ideal candidate will possess the following attributes:

- Motivated self-starter
- Any combination of education and experience equivalent to graduation with a bachelor's degree (master's degree a plus) in public administration, business administration or a related field
- 3 to 5 years' human resources experience within the field preferred

### ADMINISTRATIVE SERVICES & HUMAN RESOURCES DEPARTMENT

The WPCOG Administrative Services and HR Department is an integral part of service delivery to local governments and citizens in the region. Administrative staff provide support to meetings including the WPCOG annual meeting, bimonthly COG Policy Board and Executive Committee meetings and others. Staff are responsible for the preparation and distribution of agendas, taking and writing summary board minutes including maintaining the official records of activities and actions; employee benefits administration; human resources functions; making arrangements for all meeting logistics; and soliciting contributions for sponsorships. Additionally, staff in the Administrative Services Department provide communications services including graphic design, strategic marketing, website design, and public relations.





## SALARY & BENEFITS

The hiring range for this position is **\$72,500** to **\$99,821** depending on qualifications and experience. New hires are eligible for up to a 5% increase with the successful completion of probationary period.

- WPCOG is a member of the North Carolina Local Governmental Employees' Retirement System. This entitles vested employees with at least five years of employment to a defined benefit at the time of retirement. Members contribute 6% of gross compensation each month. This is a before-tax deduction. Western Piedmont Council of Governments contributes an actuarially determined percentage of the gross payroll of members each month.
- The Western Piedmont Council of Governments will contribute 4.2% of each employee's salary and match 4%, for a possible total of 8.2%, to either the NC 401k or the NC 457.
- WPCOG pays 100% of an employee's health and vision coverage. The current plan is a high deductible health plan with a Health Savings Account (HSA). Contributions to the HSA are made pre-tax through payroll deduction.
- WPCOG pays 100% of the following premiums:
  - » Life Insurance - \$100,000
  - » Accidental Death & Dismemberment
  - » Dental Insurance - Employee and Family
  - » Short-Term and Long-Term Disability
- WPCOG provides for the following payroll deduction and retirement options:
  - » NC 457 Plan
  - » NC 401(k) Plan
  - » Voluntary additional life insurance
- WPCOG provides for the following paid leave options:
  - » 12 Paid Holidays Per Year
  - » Annual Leave earned on a sliding scale based on years of service (credit for previous government service upon approval)
  - » 12 Sick Leave Days Per Year
  - » Longevity Pay

## APPLICATION PROCESS

This position is open until filled.

Please submit a cover letter, resume, references, and WPCOG application to HR Specialist, Tasmin Mack, at WPCOG, P.O. Box 9026, Hickory, NC 28603. Emailing application materials is acceptable, [tasmin.mack@wpcog.org](mailto:tasmin.mack@wpcog.org). Questions should be directed to Tasmin at (828) 485-4275. Final candidates will be subject to an interview process. The WPCOG is an Equal Opportunity Employer.



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*Creative Regional Solutions Since 1968*