

# **CITY OF JASPER**

## **Open Position**

### **DIRECTOR of HUMAN RESOURCES & RISK MANAGEMENT**

The City of Jasper has an opening for DIRECTOR of HUMAN RESOURCES and RISK MANAGEMENT under the general direction of the CITY MANAGER.

Manages the day-to-day operations and oversees the personnel, benefits, and risk management programs of the City. Serves as Department Head. Works closely with the other department heads, budget manager and other management staff. Performs other duties as assigned.

#### **REQUIREMENTS:**

Bachelor's Degree or higher in Business Administration, Public Administration, or Human Resource Management.

Knowledge of municipal government.

Knowledge of computer systems as applied to general ledger, payroll, Word, and Excel.

Ability to deal effectively with employees, city officials and the public.

Understanding of municipal accounting.

Ability to read and interpret changes in laws as applied to Human Resources.

Good communication and clerical skills – written and oral.

Valid Texas Driver's license – class C

7 years of experience in Human Resources and Risk Management with at least three years of supervisory experience.

General knowledge of liability/property insurance, workers compensation, benefits administration, compensation development, and State/Federal laws pertaining to staffing/employment.

Salary Range: \$69,056 - \$93,704

Position Posted: June 12, 2026

Application Deadline: Until Filled

Applications Available at the City Municipal Office

465 S. Main Street

Jasper, Texas 75951

409-383-6109

e-mail: [judy.wilson@jaspertx.org](mailto:judy.wilson@jaspertx.org)

The City of Jasper is an Equal Opportunity Employer.