**Human Resources Supervisor**

The Berks County Intermediate Unit has a full-time Human Resources Supervisor position available to effectively supervise the daily operations of the Office of Human Resources at the direction of the Assistant Director for the Office of Human Resources. In addition to supervising and providing direction to staff engaged in attendance and compensation; fingerprinting; benefits administration and compliance activities including workers’ compensation, the position is responsible for administering all facets of the administrator/teacher certification program, monitoring and tracking Act 45 and Act 48 hours, and maintaining records in preparation of the completion of required reports and requested information. Bachelor’s Degree in human resources or a related field and at least three (3) years experience in a human resources environment required. School District and/or Intermediate Unit experience and supervisory experience preferred. Hiring range is $65,614 to $80,000 depending on qualifications. View full job description and apply online at [www.berksiu.org/jobline](file:///C%3A%5CUsers%5Cwlbut%5CDownloads%5Cwww.berksiu.org%5Cjobline).  Job ID 1350. EOE