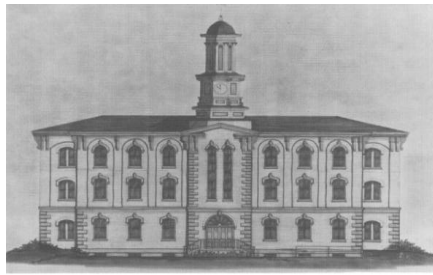


Richard Wilbur
Chairman

Thomas S. Henry
Vice Chairman

Ernest A. King, Jr.
Commissioner



Amber Franko
Chief Clerk

Anthony P. Litwin, III
Solicitor

Commissioners of Wyoming County
1 Courthouse Square
Tunkhannock, PA 18657
(570) 996-2273
(570) 836-7244

Position Opening
Human Resource Director-Commissioner's Office

The Commissioner's Office of Wyoming County, Pennsylvania is seeking applications for the position of Human Resource Director. This is a full-time, non-union position with full benefits. Bachelor's degree and Human Resource experience preferred. All applicants must be able to pass all required clearances.

The Human Resource Director will be responsible for the ongoing implementation, administration, operation, training and confidential duties associated with the functions and needs of the Wyoming County Human Resource Department.

Responsibilities also include evaluating, revising and keeping current Wyoming County policies and procedures, as well as managing the collection and flow of information to the proper persons within required timeframes. This position has the authority to take action, and assist the Commissioners, Chief Clerk, Department Heads and Elected Officials relating to the activities of County staff concerning personnel matters, discipline issues, training, policy matters and interpretation of same.

Qualified applicants will have strong leadership, organizational, intrapersonal and communication skills, be able to work independently and have the ability to work in multiple Microsoft Office applications.

Applications are available in the Commissioner's Office and on the County's website: wyomingcountypa.gov. Applications must arrive in the Commissioner's Office on the 2nd floor of the Wyoming County Courthouse, 1 Courthouse Square, Tunkhannock, PA 18657 no later than November 1, 2025. Applications can be mailed, hand-delivered or emailed to employment@wyomingcountypa.gov.

WYOMING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER