



HUMAN RESOURCE DIRECTOR

\$106,451 - \$150,200 DOQ

Plus Excellent Benefits

Apply by

June 29, 2025

(First Review, Open Until Filled)

PROTHMAN



THE COMMUNITY



Located in south-central Montana, Yellowstone County is the most populous county in the state, with a population of 172,789 residents.

Encompassing 2,666 square miles, the county is defined by its expansive plains, river valleys, and mountain views. The Yellowstone River, which winds through the region, is the longest undammed river in the lower 48 states, bringing scenic beauty and abundant recreational opportunities to the region.

At the heart of Yellowstone County, the city of Billings serves as both the county seat and Montana's largest city, functioning as the region's primary economic, educational, and cultural center. Known as "Montana's Trailhead," Billings offers a perfect balance of adventure and modern convenience where big-city potential is combined with the character and hospitality of a smaller community. Billings boasts a strong and diverse economy supported by key sectors such as energy, agriculture, healthcare, and education. Its strategic location along major transportation corridors has made it a trade and distribution center for much of the Northern Rockies. A lower cost of living, affordable housing, and stable employment draw professionals, families, and retirees alike.



For families, the region is served by a range of high-quality public and private K-12 schools and is home to two institutions of higher learning: Montana State University Billings/City College and Rocky Mountain College. Together, these schools support a well-educated workforce and offer a variety of degree and continuing education programs.

As a regional medical hub, Billings is home to two major hospitals and several specialty clinics, delivering top-tier healthcare services to residents throughout the region. Cultural life is equally vibrant, with art galleries, museums, community festivals, live music, and year-round performances at the Alberta Bair Theater. Events like the Yellowstone Art Museum exhibits and seasonal farmers markets contribute to a dynamic and engaged community spirit.

For those looking to get outside, outdoor recreation is a way of life in Yellowstone County. Residents enjoy hiking, biking, fishing, boating, skiing, and both big game and upland bird hunting. Additionally, the Rimrocks, located minutes from downtown Billings, offer 47 miles of trails with panoramic views. Yellowstone National Park, just a two-hour drive away, provides unmatched access to one of the world's most iconic wilderness areas.

With a welcoming atmosphere, stunning landscapes, and a well-rounded quality of life, Yellowstone County offers an ideal setting for career growth, family life, retirement, and recreation.



THE COUNTY

Yellowstone County is governed by a three-member Board of County Commissioners who serve staggered six-year terms. The County operates with a 2025 adopted budget of \$182.4 million and employs approximately 524 FTEs.

County departments include Clerk & Recorder/Auditor, County Attorney, Disaster & Emergency Services, District Court, Elections, Facilities, Finance, Human Resources, Information Technology, Justice Court, Public Works, Sheriff, Treasurer, and Youth Services Center.

The County also has a Montana State University Extension Office, and operates MetraPark – a premier multi-use event complex, located in Billings that spans 189 acres, and serves as a central hub for entertainment, trade, agriculture, and community events across the region.



THE DEPARTMENT & POSITION

With a 2024/2025 departmental budget of \$700,000 and a team of six full-time employees, the Human Resources Department manages critical functions including payroll, safety, benefits, wellness programs, and employee grievances and complaints. Staff members include two payroll administrators, a Safety & Benefits Manager, an HR Coordinator, an HR Clerk, and the Human Resource Director.

Reporting directly to the Board of County Commissioners, the Human Resources Director serves as the chief administrator for all aspects of human resource management for Yellowstone County. This includes oversight of recruitment and hiring, compensation and benefits, employee training and development, labor negotiations and relations, workplace safety, employee grievances and complaints, and compliance with state, federal, and local employment laws. The Director guides and manages HR services, policies, and programs to ensure alignment with the County's mission, values, and legal obligations. This is a highly visible leadership role that requires strategic thinking, sound judgment, and a commitment to fostering a fair, inclusive, and supportive workplace culture.

To view the full responsibilities of the position, please view the attachment found [here](#).

EDUCATION & EXPERIENCE

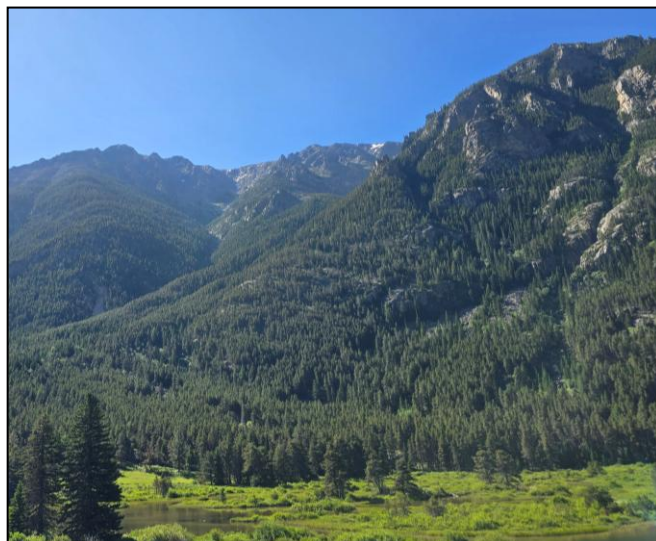
A bachelor's degree in human resource management or a closely related field, and four (4) years of human resource experience, preferably in an upper management position in the public sector, **or** any equivalent combination of experience and training totaling eight (8) years is required. A master's degree in a related field or SPHR certificate is desired.

Candidates should have an understanding of labor negotiations and business practices as they relate to the public sector, a strong background in recruiting, employment, compensation, benefits, management training, employee communications and human relations, and effective presentation skills.

A valid Driver's License issued by the State of Montana, or the ability to obtain one by the time of hire is required.

COMPENSATION & BENEFITS

- **\$106,451 - \$150,200 DOQ**
- Full Employer paid Health insurance.
- Two health plan choices: A traditional Plan with \$500 deductible, or a High-Deductible Plan (HDHP) with a \$3,300 deductible.
- Vision plan.
- Employer paid Life insurance.
- Up to \$50,000 with the option to purchase supplemental life insurance up to \$150,000.
- Employer paid Short-term and Long-term disability plans.
- State MPERA Retirement plan – Vested after 5 years of service.
- 457 Deferred Compensation Plans & ROTH plans.
- Flexible Benefit Plan - Health Savings Account (HSA), Flex Spending Account (FSA), Dependent Care Account, Limited Scope Account, Pre-tax insurance premium.
- Education assistance program.
- Weight Management Reimbursement Program.
- Annual employer-paid health screenings, and flu shots.
- Employee Assistance Program (EAP).
- Walking Montana, a “Focus on Fitness” program that challenges employees to walk 300 miles in 3 months.
- 12-days sick leave per year.
- 3-weeks of vacation your first year!



**For more information on
Yellowstone County, please visit
www.yellowstonecountymt.gov**

Yellowstone County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **June 29, 2025** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on **"Open Recruitments"**, select **"Yellowstone County, MT – Human Resource Director"** and click **"Apply Online,"** or click [here](#). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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