



Job Announcement

Human Resources Administrator

Springdale, Ohio

Posted: July 23, 2024

Closing Date: Open until filled

The City of Springdale, Ohio is seeking a dynamic and experienced professional to serve as the **Human Resources Administrator**. The City of Springdale is located in Hamilton County, approximately twenty miles north of downtown Cincinnati. It is home to a highly developed commercial/industrial community, as well as stable, well-maintained residential neighborhoods with a population of approximately 11,007 (2020 US Census).

The Human Resources Administrator serves as a member of the management team under the supervision of the City Administrator and Assistant City Administrator. The HR Administrator is responsible for a wide range of administrative tasks to include maintaining employee records, coordination with all departments regarding the selection process for full and part-time employees, policy development, benefits administration, onboarding, offboarding, workers' compensation, and ensuring compliance with labor laws and regulations. The ideal candidate will have a strong background in HR practices, excellent interpersonal skills, and the ability to effectively manage multiple tasks in a fast-paced environment.

Essential Functions and Duties:

- Develop and implement policies and procedures in alignment with City goals and objectives.
- Manage the recruitment process, including job postings, candidate screenings, interviews, and selection.
- Administer employee benefits programs, including insurance, retirement plans, and leave policies.
- Maintain accurate employee records and ensure compliance with federal, state, and local labor laws.
- Coordinate workers' compensation program and claims.
- Provide guidance and support to department directors and employees on HR-related matters.
- Conduct employee orientation and onboarding programs.
- Handle employee relations issues, including conflict resolution and disciplinary actions.
- Work with the City Administrator and Assistant City Administrator with the coordination of training programs to enhance employee skills and knowledge.
- Participate in HR projects and initiatives to improve organizational effectiveness.

Experience and Qualifications:

- Bachelor's degree in Human Resources, Business or Public Administration, or closely related field. A Master's degree and HR certification (i.e. CLRP, PHR, SHRM-CP) is preferred.
- At least seven (7) years of experience in human resources, preferably in a public sector setting.
- Ability to coordinate the human resource functions, programs, and budget.
- Must be able to read, interpret, and implement City policies, ordinances, and codes, communicate relevant information effectively, and maintain effective working relationships.
- Strong knowledge of HR principles, practices, and employment laws.
- Proven ability to manage multiple priorities and work effectively in a team-oriented environment.
- Ability to conduct complex research and prepare well-organized reports.

Salary and Benefits:

This position includes a competitive salary range of \$61,800 - \$96,408 (DOQ) and offers a comprehensive benefits package including health, dental, vision, and life insurance; contributions to the Ohio Public Employees Retirement System; deferred compensation options; sick, vacation, and holiday time; longevity pay after five (5) full years of service with Springdale; and membership to the Springdale Community Center. This is an FLSA Exempt position and serves at the discretion of the Mayor and City Administrator.

How to Apply:

Qualified and interested individuals are required to submit a detailed cover letter, resume, and three professional references to the contact listed below. The position will be open until filled, with a first review of resumes on August 9, 2024. All documents should be submitted at the same time and may be mailed, emailed, or delivered to the attention of:

Stephanie Morgan
Human Resources Administrator
City of Springdale
11700 Springfield Pike
Springdale, OH 45246
(513) 346-5700
smorgan@springdale.org

The City of Springdale is an Equal Opportunity Employer.

WOMEN AND MINORITIES ARE STRONGLY ENCOURAGED TO APPLY