



JOB OPPORTUNITY

FULL-TIME HUMAN RESOURCES MANAGER

Apply immediately online at <http://www.washingtontwp.org/jobs> and click on any of the red Apply Here buttons.

Completed application materials must contain a cover letter, resume, and online application (with copies of documentation).

For first consideration, requested materials must be received by 4:00 p.m. Monday, February 5, 2018.

Incomplete application submittals may not be called or considered.

Recruitment Open Until Filled. First Interviews scheduled after February 5, 2018.

THE POSITION:

Washington Township, Montgomery County, Ohio, is seeking an inspired and energetic professional for Human Resources Manager for Washington Township. Candidates must demonstrate the ability to manage and administer various human resource functions that would include recruitment, employee benefits, performance evaluations and workers compensation claims. Ideal candidate must have the ability to make proper decisions in a timely manner with strong customer service and inter-personal skills. Thorough knowledge of human resource laws, standards and other pertinent information is required.

The work requires exercising considerable independent judgment and discretion in carrying out daily operations in support of the department. Duties performed under the general supervision of the Township Administrator.

QUALIFICATIONS:

Bachelor's degree in Human Resources, Public Administration or related field and a minimum of two years of work experience in human resources, public administration or related field. Any combination of training or experience, which provide the necessary knowledge, skills and abilities, may be accepted.

COMPENSATION & BENEFITS:

Pay range is \$56,493 to \$74,339, non-exempt and excellent benefits.

APPOINTMENT PROCEDURE:

Selection process will include a review of all submitted materials. The appointment procedure may include written/video tests, assessment centers, interviews and polygraphs. Candidate will be required to complete a criminal background check, driver's license review and personal background investigation.



HUMAN RESOURCES MANAGER

Employment Status: Full-Time
FLSA Status: Non-Exempt
Reports To: Township Administrator

Approved: January 18, 2018
Revised: January 18, 2018
Reviewed: January 18, 2018

JOB SUMMARY

Under general direction of the Township Administrator, completes human resources functions for Washington Township.

REPRESENTATIVE LIST OF RESPONSIBILITIES

This list of responsibilities is representative and is not all-inclusive. Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these responsibilities.

- Manages human resource functions to include recruitment, selection and orientation of new employees, including interviews, assessment centers, testing, and background checks.
- Manages annual renewal and ongoing management of employee benefits including serving as the delegate for the Township in the health insurance pool.
- Administers Bureau of Worker's Compensation claims. Represents the Township at Industrial Commission Hearings.
- Administers the Family Medical Leave Act (FMLA). Ensures compliance with state and federal regulations and determines eligibility, communication, tracks balance and any additional requirements.
- Assists with personnel matters relating to performance, discipline and related matters and maintains personnel files to ensure accuracy, compliance with all regulations, etc.
- Coordinates personnel functions with payroll activities, including orientation and exit processes.
- Oversees and coordinates all safety programs provided to Township employees. Act as the Township's Safety Coordinator, ensuring the establishment and maintenance of a safe work environment for Township employees, including compliance with all applicable Federal, State, Local and Township safety regulations.
- Establish and maintain effective working relationships with Township officials, Township employees, other government entities and the general public.
- Responsible for creation and maintenance of Township organization charts.
- Assists supervisors, managers and department heads with employee evaluations and tracks completion.
- Assists with response to employment inquiries, receipt of unsolicited resumes and similar requests.
- Assists with collection and maintenance of human resource data associated with required reporting.
- Assists with internal distribution, coordination and posting of human resources materials, as assigned.



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REPRESENTATIVE LIST OF RESPONSIBILITIES *(continued)*

- Assists in the coordination and completion of revisions of Township personnel policy and procedures manuals.
- Oversees record retention for all human resource division records.
- Generates a variety of required personnel reports, as directed.
- Maintains and update job descriptions.
- Writes annual report for human resources division.
- Responsible for all collection and reporting data for Equal Employment Opportunity (EEO) reports.
- Reads, writes, understands and edits reports, manuals, labels, letters, memos and correspondence.
- Uses a personal computer and related software programs to create spreadsheets, reports and correspondence.
- Provides excellent customer service.
- Ability to communicate, interact and maintain professional, efficient and effective working relationships.
- Handles confidential information appropriately.
- Understands and follows oral and written instructions.
- Reliability, which includes regular and predictable attendance, punctuality, and timely and efficient completion of assigned duties.
- Promotes, gets along and works in a harmonious relationship with others.
- Attends meetings and trainings.
- Other duties as required.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Human Resources, Public Administration or related field.
- Minimum two (2) years of work experience in human resources, public administration or related field.
- Any combination of training or experience, which provides the necessary knowledge, skills, and abilities, may be accepted.
- Advanced knowledge of standard Microsoft Office, personnel software and other related software applications.



HUMAN RESOURCES MANAGER

PREFERRED EDUCATION AND EXPERIENCE

- Master's Degree in Human Resources, Public Administration or related field.
- Three (3) or more years of work experience in human resources, public administration or related field with progressive responsibility.
- Professional in Human Resources Certification

PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES

An individual must possess the following knowledge, skills, and abilities before beginning employment:

- Bachelor's Degree in Human Resources, Public Administration or related field.
- Minimum two (2) years of work experience in human resources, public administration or related field.
- Ability to obtain CPR, AED and First Aid certifications, as job assignment requires.
- Thorough knowledge of human resources laws, standards and other pertinent information.
- Ability to make proper decisions in a timely manner.
- Strong customer service and inter-personal skills.
- Ability to effectively and professionally represent the Township while speaking before groups.
- Proven ability to exercise considerable independent judgment and discretion in carrying out daily operations in support of the department.
- Strong oral communication and presentation skills. Must be able to listen attentively, organize thoughts, speak and write clearly and professionally, and comprehend written documents.
- Ability to perform basic mathematical computations.
- Reads, writes, and edits reports and correspondence.
- Excellent self-discipline. Works well without immediate supervision.
- Excellent judgment. Ability to make prompt and accurate decisions, as directed.
- Ability to comply with all Township and job specific safety requirements.
- Ability to work other than normal working hours as necessary.
- Must have a valid driver's license and remain insurable, without penalty or surcharge, under the Township's vehicle insurance plan.



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DEMONSTRATED KNOWLEDGE, SKILLS AND ABILITIES

An individual must be able to demonstrate the following knowledge, skills, and abilities after training on the job.

- Bachelor's Degree in Human Resources, Public Administration or related field.
- Minimum two (2) years of work experience in human resources, public administration or related field.
- Maintains CPR, AED and First Aid certifications, as job assignment requires.
- Ability to make decisions in accordance with laws, regulations and established policies.
- Ability to communicate policies in a tactful and instructive manner and maintain confidentiality of material.
- Ability to establish and maintain an effective and productive working relationship with the Administrator, department heads, supervisors, employees, elected officials, and the community in general.
- Exercise considerable independent judgment and discretion in carrying out daily operations of the Township.
- Ability to plan/organize a variety of projects and make decisions exhibiting good judgment.
- Thorough knowledge of the principles, practices and local laws associated with township operations.
- Thorough knowledge of current concepts and practices of development, management, and operations of township government agency.
- Thorough knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of township activities.
- Work under the limited direction of the Township Administrator.
- Visually observe the quality of work and safety habits of employees and the status of equipment and material.
- Ability to make independent decisions in accordance with state and township laws, regulations and established policies.
- Any other skills, and abilities and knowledge required as the job changes.
- Be knowledgeable of policies and procedures of the Human Resources Division in general and as they pertain to job duties.
- Any other skills, and abilities and knowledge required as the job changes.



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PHYSICAL REQUIREMENTS

Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these requirements.

- Uses fingers/hands/arms frequently.
- Lifts, carries and pushes up to 25 pounds.
- Occasional crawling, kneeling, bending and climbing, including stairs and ladders.
- Ability to reach over shoulders.
- Must have good eyesight and depth perception.
- Ability to work at a rapid pace.
- Ability to hear.
- Walking and standing on various surfaces, including rough terrain, as required.
- Frequent sitting, as required.
- Moves about in close quarters and areas.
- Any other physical requirements as job changes.