



INTERNAL/EXTERNAL POSTING **Human Resource Administrator**

The City Commission desires candidates who are visionary, innovative and team oriented in their approach, and able to employ a style that engenders mutual trust and openness with community Partners and Stake holders. This position will be responsible for providing direction, guidance, and oversight on personnel policies, for the maintenance of the City human resource management system and being a resource to the City employees for benefit, workers comp and other personnel related matters. This position reports directly to the City Clerk.

Duties:

- Administer all Human Resources related functions and ensure the Human Resources database is up-to-date and accurate
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc.)
- Coordinate Human Resources projects such as annual open enrollment, wellness activities, health fair, staff training library, annual staff training activities, etc.
- Process employee requests regarding human resources issues such as benefits, changes to employee data, distribute rule changes, etc.
- Assist in payroll and purchasing processing for the department and other divisions overseen by the Administration department
- Provide administrative support to City Clerk and City Manager when needed
- Other duties and responsibilities as assigned.

Skills/Qualifications:

- Skill in prioritizing competing demands to ensure work is completed in a timely manner
- Ability to establish and maintain effective working relationships with those contacted in the course of work including co-workers, vendors, department directors, City Commissioners, Volunteer Board members, community stakeholders and the public
- Ability to maintain confidentiality in all required matters including but not limited to employee personal situations outside of work, ligation matters, and workplace investigations
- Knowledge of federal, state and local employment laws, standards, guidelines and best practices

Educational Requirements:

- High School Diploma or GED supplemented by at least 3 years of high-level administrative support experience OR associates degree supplemented by 2 years of high-level administrative support experience OR bachelor's degree in public or business administration or a related social science field
- Must possess a valid Class E driver's license

Professional Licenses:

- Notary License preferred
- Human Resource Certification i.e. SHRM, PHR or equivalent (preferred) or ability to obtain in time frame established by Director

Candidates are requested to complete the City Employment Application- copies available at 604 E. Moody Blvd. Unit 6, Bunnell FL 32110 or on the Human Resources page of the City website. Completed application in addition to a resume may be dropped off at the City Office or sent to kbates@bunnellcity.us. Internal applicants MUST submit a letter of intent that includes statement or information on how they qualify for the position.

Pay: \$22.06 to \$26.07 per hour DOE
Posting Start Date: March 30, 2022
Closes: Open until filled

Bunnell has a zero-tolerance drug policy and is an Equal Opportunity Service Provider. This position will require and is contingent on a complete background check and drug test before the hiring process is complete.