



HUMAN RESOURCES MANAGER City Manager's Office

MAJOR FUNCTIONS: Directly oversees all aspects of employee personnel/benefit administration, including employment recruitment, placement, promotion, training, safety, discipline and appraisal, position classification studies, salary surveys, labor negotiations, benefit programs, and worker's compensation. Work is performed under the direction of the City Clerk.

ESSENTIAL DUTIES: Oversees human resources programs to ensure compliance with applicable laws and to support the City's employees. Responsibilities include managing position classifications and salary schedules, benefit and wellness programs, recruitment and retention efforts, and employee training and development. The Human Resources Manager provides consultation to department heads on hiring and employee relations, directs investigations and disciplinary processes, and develops strategies for risk management and workplace safety. Advises and assists employees on policy and personnel issues such as FMLA, Worker's Compensation claims, employee relations, and benefits. Maintains City employee communications of personnel matters. Processes employment applications, resumes and supporting documentation. Responsible for processing and maintaining all workers' compensation claims as needed. The position also manages personnel records, onboarding, benefit enrollment, and coordinates closely with the Finance Department on payroll and benefit administration. The position will also be responsible for implementing and managing any HRIS. Performs related non-essential duties as required.

KNOWLEDGE, EDUCATION AND EXPERIENCE: Thorough knowledge of public personnel administration and applicable regulations. Ability to formulate plans, policies and procedures and evaluate effectiveness as well as organizing and coordinating a wide variety of public services. Ability to exercise judgment and discretion in developing and interpreting administrative policies and procedures. Ability to communicate clearly and concisely, verbally and in writing. Ability to establish and maintain effective working relationships with elected officials, City Board and Commission members, City employees, other federal, state and local governmental representatives, civic groups, consultants, vendors, the media and the general public is essential.

A bachelor's degree in human resources, public administration, or a related field is required, along with at least five years of progressively responsible human resources management experience. Certification as a SHRM-CP or SHRM-SCP is highly desirable.

JOB LOCATION: Auburndale City Hall, 1 Bobby Green Plaza

WORK SCHEDULE: Monday – Friday, 8:00 a.m. – 5:00 p.m.

HIRING RATE: \$67,580-71,717, DOQ

CLOSING DATE: Open Until Filled

Persons interested in this position should complete a City of Auburndale application and submit it to the City Manager's Office at 1 Bobby Green Plaza or cmo@auburndalefl.com. Applications can also be downloaded online at www.auburndalefl.com.

The City of Auburndale is a Drug-Free Workplace and an Equal Employment Opportunity Employer.