

HUMAN RESOURCES COORDINATOR

The Town of Signal Mountain is accepting applications for the position of Human Resources Coordinator. The position is part time with a flexible work schedule of approximately 25 hours per week. Applicant will be responsible for assisting with various aspects of human resources including payroll, benefits, interviewing, hiring, wellness and safety programs. Applications may be obtained and will be accepted between the hours of 8:00 and 4:30, Monday through Friday at Signal Mountain Town Hall, 1111 Ridgeway Ave., Signal Mountain, TN 37377 through April 16, 2010. Additional information is available at www.signalmountaintn.gov. The Town of Signal Mountain is an EEOC employer and a drug-free workplace.

**Town of Signal Mountain
Position Description**

**Title: Human Resources Coordinator
Division/Department: Financial Administration**

Purpose:

Employee performs all functions of human resources, including classification, compensation, recruitment, selection, training, benefits, communications, safety, bi-weekly payroll, payroll reporting, and all functions required to maintain employee benefits. This position is under the supervision of the Town Manager.

Essential Functions of the Job:

Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are not incidental to the primary functions. The omissions of specific statements of duties do not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the job necessarily perform every duty listed.

Assists Town Manager with personnel matters.

Performs all payroll functions, to include processing timecards, verifying time and attendance, balancing payroll summary reports, preparing monthly, quarterly and year end payroll reports, and processing W-2 forms.

Administers employee benefit programs, safety program, risk management program and employee wellness program.

Plans and implements in-house training programs.

Assists with maintenance of classification and pay plan.

Assists with recruitments, interviews, and selection of employees to fill vacant positions.

Serves as contact person to respective agencies providing employee benefits, such as pension, deferred compensation, life insurance and group insurance.

Prepares all health care, insurance and other benefits enrollment, changes, terminations, and additions.

Prepares and maintain employee personnel files and conducts new employee orientation.

Administers the worker's compensation program as it relates to claims, reports, and the annual worker compensation audit.

Prepares all retirement enrollments, changes, terminations, etc.

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Assists with changes in personnel policies and procedures as needed by assisting with making recommendations, plans, and implementing.

Serves as staff support to the Safety Committee.

Represents the Town in professional and civic organizations.

Assists with budget reporting and preparation.

Provides back-up support for the front office to include greeting citizens and answering the telephone.

Performs other duties as assigned.

Required Knowledge and Abilities

Knowledge of modern practices and policies of public personnel administration to be able to direct Department activities.

Knowledge of recruitment, selection, training, and labor relations to determine best choice of persons to fill vacancies.

Knowledge of the principals and application of modern payroll and office procedures.

Knowledge of risk management and safety practices to be able to train employees on safety issues; administer worker's compensation program and investigate accidents.

Knowledge of the town's data processing equipment and accounting software.

Knowledge of laws, rules, regulations, town ordinances, and state and federal laws, especially those pertaining to personnel and payroll processing.

Ability to evaluate situations and make decisions to be able to resolve conflicts and communicate amiable solutions.

Ability to communicate effectively, both verbally and in writing, to distribute pertinent information to employees, peers, outside contacts.

Ability to prepare and analyze comprehensive reports to comply with laws and policies.

Ability to establish and maintain effective working relationship with the public, subordinates and other employees.

Equipment:

Computer, fax, copier scanner, check printing and other office equipment.

Educational Requirements:

A Bachelor's degree in business administration, human resources, public administration or related field or equivalent experience in human resources work.

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Experience Required:

At least three years.

Problem Solving Requirements:

Solve a variety of complex problems including some with and without technical guidelines or precedents.

Writing Skills Required:

Compose moderately complex documentation of a routine nature, i.e., documenting complex studies or summarizing annual department/section results.

Compose sensitive, non-routine correspondence requiring tact and diplomacy and/or compose reports or summaries for which established formats generally do not exist.

Compose major reports, policy or procedure manuals, proposals, and brochures.

Speaking/Presentation Skills Requirements:

Interview or discuss detailed information, frequently involving customer/citizen problems or complaints.

Negotiate with outsiders in sensitive and complex situations.

Job Related Communication:

Within the department – daily

With employees in other departments – daily

With employees in other organizations – monthly

With the public – weekly

Planning & Scheduling:

Moderate—a relatively large part of the job is planning/scheduling activities for self.

Difficulty of Work:

Work consists of moderately complex, varied, non-standardized tasks, requiring application of numerous laws, rules, regulations, and procedures.

Assignment of Work:

General direction in following established practices and clear-cut policies.

Effects of Work Errors:

Errors may cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information.

Working Conditions:

On average 15% standing 15%, walking and 70% sitting. Approximately 0-20 lbs. may be required for lifting.

Lifting frequency – some

Bending – some

Pushing and/or pulling loads – none

Reaching over head – none

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Kneeling – none

Crawling – none

Climbing ladders – none

Mental/Visual Effort:

Typing/CRT – frequent

Attention to detail – frequent

Monitoring equipment – some

Detailed inspection – frequent

Transcription/proofreading – some

Adverse Conditions:

Exposure to temperature extremes – none

Dangerous equipment – none

Chemicals – none

Noise – none

Physical effort/risk – none

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