



EXTERNAL JOB POSTING

Human Resources Administrator 80141/ Human Resources Administrator

Starting Pay: \$23.79 (Consideration for experience as permitted by Civil Service Law)

SUMMARY OF JOB DUTIES AND PREFERRED SKILLS AND ABILITIES

Reporting to the agency director, the Human Resources Administrator oversees the human resource (HR) functions, collaborates with and serves as an advisor to the management team, and supervises assigned staff. Managing human resources includes recruiting and hiring the best candidates, maintaining the compensation plan and making adjustments as necessary, planning training and development opportunities, ensuring compliance with employment and required program-related laws, participating in organizational and structural development to meet strategic plans, promoting positive employee relations and constructive resolution to conflict, and ensuring a safe and healthy work environment.

Qualifications and attributes include:

- Excellent verbal and written communication skills
- Ability to establish positive working relationships with internal and external partners
- Ability to monitor morale and detect inconsistent behavior patterns and take appropriate action
- Organization skills for work processing efficiency and effectiveness
- Creative problem resolution through critical analysis
- Manage multiple priorities and apply organizational skills
- MS Office computer proficiency with desire to learn new programs
- Thrive in a dynamic, customer-focused environment

MINIMUM CIVIL SERVICE QUALIFICATIONS

- Completion of undergraduate coursework in human resources or a related field. Also requires three years' experience in human resources.
- Or 2 courses or 12 mos. experience in employment law, labor relations, and human resources management. 1 course or 6 mos. experience in business math, accounting or finance; verbal communication; and written business communication. Also requires three years' experience in the area of human resources.
- Or any combination of education, training and/or experience in human resources that equals 5 years.

Preference is for candidates to possess a Bachelor degree in human resources or a related field.

In addition to the oral interview, skill-based assessments may be part of the interview-selection process.

Application materials will be accepted until position is filled.

Employment applications are available at the address below or from the website, www.mcjfs.com.
The employment application, a cover letter of interest and resume are required.

**Marion County Job & Family Services
363 W. Fairground St.
Marion, Ohio 43302-1759
Fax: 740-387-2175 E-mail: Anne.Conley@jfs.ohio.gov**

MCJFS BENEFITS

Medical Insurance Package
(Health, Dental, Vision)
Life Insurance
Sick Leave
Vacation
Holidays/Personal Days

Ohio Public Employees Retirement System
County & State Deferred Compensation Programs
Employee Assistance Program
Staff Development & Employee Enrichment Activities
Direct Deposit
Flexible Work Hours