



Director of Human Resources

Schaumburg Park District

Contact Name: Liz Karsten

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Contact Phone:

Closing Date:

Salary: Target hiring range is \$110,000 to \$120,000

Description:

**JRS Group is conducting the recruiting for this position.
Email your resume to Liz Karsten at lizk@jrsgroup.com**

ABOUT US

Schaumburg Park District is an award-winning public agency that provides its 80,000 residents with a wide variety of recreational programs, classes, and events, as well as facilities, parks, and open spaces. The Human Resources Department supports nearly 100 full-time employees and as many as 1,000 part-time and seasonal employees throughout the year.

JOB SUMMARY

The Director of Human Resources is responsible for a wide array of district-wide human resources activities, including recruitment, pre-employment screening, interactive assessments, new hire onboarding, training & development, compensation, benefits, leaves of absence, ADA requests and interactive process, employee relations and internal investigations, employee satisfaction surveys, retention strategies, employee recognition programs, employee wellness programs, HRIS and employee data, record-keeping, internal communication, supervisor coaching, performance management, disciplinary actions & terminations, employment policies, legal compliance, union relations, strategic HR goals and initiatives, change management, crisis management, and more. This position also chairs the dynamic Health & Safety Committee and oversees district-wide safety initiatives and programs.

QUALIFICATIONS

The best applicants will have a bachelor's degree preferably in Human Resources, Business Administration, Psychology, Sociology, or other related area. Master's degree in human resources or another related field preferred. 10+ years of relevant full-time work experience required. SPHR or SHRM-SCP certification preferred. Other requirements include the ability to build rapport, establish and sustain positive working relationships with a wide variety of employees; a high level of confidentiality, impartiality, and trust; strong interpersonal skills, communication skills, and writing skills; attention to detail, critical thinking and problem solving; ability to be self-directed and meet deadlines; excellent judgment and decision-making. Must have valid Illinois driver's license and reliable personal transportation.

PAY, BENEFITS & WORK SCHEDULE

This is a full-time year-round exempt position. Target hiring range is \$110,000 to \$120,000 per year DOQ (depending on qualifications). Schedule is generally Monday through Friday 8:30am – 5pm. Additional work may be required as necessary. Our full-time benefits package includes:

Free and/or discounted Park District classes, programs, events, and memberships for you and your immediate family!

- Medical Insurance
- NEW! Zero Card
- Dental Insurance
- Vision Insurance
- FSA Healthcare
- FSA Dependent Care
- Basic Life Insurance
- Voluntary Life Insurance
- AFLAC Indemnity Plans
- IMRF Pension (Retirement, Disability, Life)
- 457 Retirement Plan (Nationwide)
- Paid Vacation, Personal Days, Floating Holidays
- Paid Sick Time and Holidays
- Employee Wellness Programs and Incentives
- Employee Recognition Program

Position will be open until filled.

*** Schaumburg Park District is an Equal Opportunity Employer. ***

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