



Assistant Director of Human Resources

Glencoe Park District

Contact Name: John Cutrera

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Closing Date:

Salary: Starting annual salary range is \$84,716 - \$105,895 DOQ

Description:

Summary of Role:

Gold medal awarding-winning Glencoe Park District seeks an experienced Full-Time Assistant Director of Human Resources, under the direction and supervision of the Director of Finance/HR. The Assistant Director of Human Resources is responsible for strategically managing the District's human resources function, including administration of human resources policies, procedures and programs including training and development, benefits, compensation, organizational development and employment. In addition, the Assistant Director of Human Resources will coordinate with Finance in regards to payroll, ensure compliance with relevant employment laws and serve as administrator for the District's Human Resources Information System (HRIS) and Learning Management System (LMS). This Full-Time, exempt position is well suited for someone who is able work well across multiple departments and function effectively in a fast-paced environment.

Essential Duties and Responsibilities:

This is a summary of Essential Duties and Responsibilities. A complete job description is available upon request.

- Manage the human resources function for the District, including: legal compliance, maintain required postings, policy and procedure formulation, new hire onboarding and termination offboarding processes, including updating the time and attendance and HRIS software, new hire/rehire reporting, annual merit program, job descriptions, FMLA administration, coordinate salary study, training, employment verifications, records management, unemployment reporting, and I-9 compliance.
- Administer the employee benefits program. Coordinate enrollment/termination of all eligible employees, and educate employees on each of the plans.
- Demonstrate exceptional customer service skills and address employee matters with fairness, consistency, discretion and confidentiality in all situations.
- Process all general liability, property, and workers' compensation claims with PDRMA and prepare related reports.
- Complete annual OSHA 300/300A reporting.

- Perform routine recurring functions, such as posting jobs internally and externally; and screening job applicants as needed.
- Maintain all personnel records in accordance with state statutes and District policies and procedures for active and terminated employees.
- Serve as District's Health Benefits Coordinator and Wellness contact for PDRMA.
- Manage unemployment claims in conjunction with Unemployment Consultants.
- Responsible for ACA administration, including: tracking hours, determining eligibility, offering insurance, annual employee and government reporting.
- Serve as primary administrator for the District's HRIS and LMS systems.
- Coordinate selected training programs for District employees and maintain tracking of required compliance training and certifications for District employees through LMS software.
- Adhere to the Glencoe Park District Team Mission, Vision, and Values.
- Focus on welcoming diversity, encouraging inclusion and creating equity for all.
- Team Leader for the District's DEI Committee

Benefits:

- Employer sponsored health insurance
- Employer paid dental and vision insurance
- Generous paid time off – minimum 2 weeks' vacation, floating holidays, personal days, and sick leave
- Tuition Reimbursement
- Life insurance
- Flexible spending accounts
- Participation in Illinois Municipal Retirement Fund (IMRF) and access to 457(b) retirement savings account
- Complimentary family beach and ice rink passes, complimentary individual fitness center pass
- Discounts on non-contractual Glencoe Park District program

To be considered, all applicants must submit a cover letter and resume.

Job listing will remain open until filled. No phone calls or emails, please.

Glencoe Park District is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.