



## **Full -time Human Resources Administrator**

Fox Valley Park District

**Contact Name:** Jon Michael

**Contact E-mail:** jmichael@fvpd.net

**Contact Phone:** 630-897-0516

**Closing Date:**

**Salary:** \$86,700/yr - Depending on Qualifications - Exempt position

### **Description:**

Website: [www.foxvalleyparkdistrict.org](http://www.foxvalleyparkdistrict.org)

Location: Cole Administration Center, 101 W. Illinois Ave., Aurora, IL 60506

Hours: Monday - Friday 8:00 am – 4:30 pm

Salary: \$86,700/yr – Depending on Qualifications - Exempt position

**Qualifications:** A Bachelor's Degree in Business Administration, with a concentration in Human Resources or closely related field is required. A minimum of eight years experience in the coordination and management of human resource functions is required. SHRM and/or HRCI certification is preferred. Strong communication skills in both verbal and written format. Strong organizational and analytical skills, and attention to detail. Strong interpersonal and problem-solving skills for employee relations and disciplinary administration. Must have a valid IL driver's license and provide own transportation.

**Duties:** Under the direction and supervision of the Director of Administrative Services and Special Projects, the Human Resources Administrator is primarily responsible for managing the onboarding and offboarding process of human resources, including administering personnel policies. The position is also responsible for personnel recruitment, compensation and benefit administration, IMRF, employee orientation, job description development, compliance with FLSA, and coordination of training administration and compliance. This is an at-will position.

-Gain knowledge and understanding of Park District policies and procedures and see that they are always adhered to. Assist in development and implementation of personnel policies and procedures; administers and maintains employee personnel manual.

-Ability to manage and implement human resources software solutions in a Team environment to convert manual processes to digital, while ensuring efficiency and effectiveness.

-Development of an employee-oriented organizational culture that emphasizes quality, continuous improvement, team-work and high performance.

-Coordinate the development of HR management improvements, analyze personnel operating issues and suggest adjustments to policies as needed.

-Serve as liaison with external agencies concerning the Park District's involvement with IMRF, health

insurance, unemployment insurance, deferred compensation, and other benefit programs; submit required information, records and reports per compliance.

- Serve as liaison with PDRMA for accident reporting, training, and audit review.
- Manage leave of absence administration, including but not limited to FMLA, disability leave, military leave, and unpaid personal leaves absence, etc.
- Administer annual performance evaluations for all employees, including annual wage adjustment administration.
- Evaluate the District's overall recruitment and hiring process, along with the ability to suggest and manage process improvements to improve efficiency and effectiveness.
- Manage and oversee all pre-employment physicals and background checks as defined by the District's policies.
- Ability to develop and maintain working relationships with internal departments.
- Management of benefits administration to include open enrollment, change reporting, approving invoices for payment, and communicating benefit information to employees.
- Management of unemployment claims processing and maintain orderly system of all claims. Administer the required reporting and human resources for hearings.
- Manage training requirements and tracks employee compliance to adherence.
- Maintains and monitors changes in employment law and compliance with federal and state employment regulations.
- Maintains human resources records, digital and paper-based, and archival storage followed by federal and state regulations.
- Maintains Department of Labor employer posters for compliance.
- Conducts periodic internal audits to ensure compliance with all applicable laws and regulations.
- Performs all job tasks within the rules and guidelines of the Park District's personnel policy manual and maintains confidentiality of human resources and payroll data.

The Fox Valley Park District is a dynamic and growing park district that serves a diverse population of more than 236,000 people. Recognized as an Illinois Distinguished Agency, Fox Valley holds the nation's highest honor as a National Gold Medal Award winner for excellence in park and recreation management. Serving the communities of Aurora, Montgomery and North Aurora, the District maintains 168 parks and 48 miles of interconnected regional trails amid 2,500 acres of parkland. Sharing the shores of the Fox River, our communities are united by the District's commitment to promote vibrant, healthy lifestyles through fun and safe recreation opportunities that are environmentally and fiscally responsible. The Fox Valley Park District ... Where Fun Begins!

To apply please complete an online employment application on our website and include resume and cover letter.

Contact: Jon Michael – Director of Administrative Services and Special Projects

Phone: (630) 897-0516

Address: 101 West Illinois Ave., Aurora, IL 60506

Contact E-mail: [jmichael@fvpd.net](mailto:jmichael@fvpd.net)