



## **Full-Time Human Resources Manager**

### **Bartlett Park District**

**Contact Name:** Eric Leninger

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**Contact Phone:** (630) 540-4812

**Closing Date:** 2023-02-20

**Salary:** \$55,000 - \$65,000 DOQ

#### **Description:**

##### **ABOUT US**

The Bartlett Park District is a local government agency that provides 597 acres of beautiful parks and outstanding recreational opportunities for the residents of Bartlett, Illinois and surrounding neighbors. Major facilities of this Distinguished Accredited Agency and two-time National Gold Medal Finalist includes 43 parks, a community center, indoor and outdoor aquatic centers, a 9-hole golf course and an 18-hole golf course, banquet and reception facility, ski hill, athletic field complex, nature center, gymnasium, and more.

##### **PRIMARY DUTIES**

- Develop, maintain, and administer the Park District's personnel policies and procedures
- Ensure compliance with applicable State and Federal laws
- Manage personnel recruitment, along with wage and benefit administration
- Conduct and prepare wage and benefit studies and reports, recommending changes as necessary
- Maintain and revise job descriptions, along with full-time and part-time wage ranges
- Maintain all personnel files, including active and past employees
- Responsible for all New Hire Reporting, E-Verify, background checks
- Coordinate full-time onboarding process and conduct Districtwide part-time trainings
- Responsible for oversight of the payroll process, including time and attendance software
- Manage workers' compensation claims and PDRMA's annual workers' compensation paperwork
- Complete annual OSHA log and filing
- Assist Superintendents and Executive Director in preparation of the annual budget
- Investigate and resolve employee concerns/complaints while maintaining confidentiality
- Coordinate the probationary review and annual performance evaluation process
- Manage unemployment claims in conjunction with Unemployment Consultants
- Oversee staff recognition program and make recommendations/modifications as necessary

- Supervise two (2) part-time employees: HR assistant and Payroll Assistant
- Reports to the Superintendent of Business Services

#### QUALIFICATIONS

- Bachelor's Degree in Human Resource Management, Personnel Administration, Business Administration, or closely related field required
- Minimum of three years' experience in the administration of human resource functions
- PHR, SPHR, SHRM-CP, or SHRM-SCP certification a plus
- Strong organization management, attention to detail, along with excellent communication skills required
- Experience with Paycom and/or Smartfusion software is a plus

#### SCHEDULE & PAY

This is a full time, FLSA Exempt position. Hours generally are Monday-Friday, 8:30AM – 4:30PM. Hiring Range is annual salary of \$55,000 - \$65,000

#### BENEFITS OFFERED

In exchange for your time and talent, we offer a generous benefit package:

- Medical, dental, and vision coverage, along with life insurance (basic and voluntary)
- Pension plan (Illinois Municipal Retirement Fund)
- 457 Defined contribution plan and Section 125 Flexible Spending Account
- Paid holidays and vacation time, tuition reimbursement, facility discounts & usage benefits

Apply online today through the employment page on the District's website: [www.bartlettparks.org](http://www.bartlettparks.org)