



Human Resource Manager

Niles Park District

Contact Name: Tom Elenz

Contact E-mail: tome@niles-parks.org

Contact Phone: 847-583-2722

Closing Date:

Salary: \$65,000-\$80,000 plus excellent benefit package

Description:

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The Niles Park District employs 32 full time staff and over 400 part time staff seasonally. We are seeking a motivated, independent, and professional individual to serve the Park District in the role of Human Resource Manager. During seasonal peak hiring time frames, hours per week may expand and limited evening hours may be required. The position requires adherence to strict confidentiality related to sensitive employee information.

Essential Duties:

- Works closely with the administrative staff regarding confidential employment issues and District policies.
- Manages and serves as the primary contact for the District's risk management procedures.
- Manages District investigations of employee policy or procedure violations and recommends disciplinary action, when appropriate, to Supervisors, Managers, Superintendents, and the Executive Director.
- Meets with attorneys with regards to legal matters including EEOC hearings, unemployment compensation hearings, and other legal matters. Works with attorneys to compile the necessary documentation and strategies in preparation for employment related legal actions and hearings.
- Maintains all full time and part time employee personnel files.
- Administers and manages all aspects of the employee benefit plans including health, dental, vision, life, and retirement plans.
- Administers all COBRA notifications.
- Responsible for the hiring of all District full time staff with the Executive Director. This work includes recruiting, reviewing applicants, determining applicant interview pool, conducting the interviews, and making hiring selection recommendations.
- Oversees a data base of employment applications district wide for all part time and seasonal applicants. Reviews the applications received to assure they are complete and decides where to route the application.
- Assists District supervisors and managers with the recruitment and hiring of part time and seasonal

staff.

- Represents the District at community and college job fairs.
- Coordinates and administers wage and salary comparisons. Conducts market research and benchmarking to determine competitiveness within the industry.
- Responsible for new hire employee orientation program.
- Oversees the posting of District job opportunities on the District's website and outside websites.
- Makes recommendations to the Executive Director, Finance Director, and the Board when updates and additions are required to the District's personnel policy manual and procedures to stay in legal compliance with newly created state and federal laws.
- Oversees the administration of pre-employment drug screening, pre-employment physicals, reference checks, driver abstracts, and criminal background checks.
- Reviews and approves all District payroll submissions.
- Assists Administrative Executive staff with special projects as requested.

Qualifications:

- Bachelor's degree in Human Resource Management or related field.
- Three or more years of human resource management.
- Must have experience in the hiring process and have an understanding of employment laws.
- Proficiency with Microsoft Word and Excel is required.
- Professional HR certification is strongly preferred.