



Human Resource & Payroll Manager

DeKalb Park District

Contact Name: Jennifer Schneider

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Closing Date: 2025-04-07

Salary: \$60,000- \$71,000

Description:

DeKalb Park District

Position Description

DEPARTMENT: Finance & Administration

TITLE: Human Resource & Payroll Manager

CLASSIFICATION: Full-Time, Exempt

SUMMARY OF POSITION: Responsible for the overall administration and coordination of the human resource and payroll functions of the District.

SUPERVISION RECEIVED: Reports to the Superintendent of Finance

SUPERVISION EXERCISED: None.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The duties and responsibilities listed below are illustrative only and are not meant to be a full and exhaustive listing of all the duties and responsibilities of this position.

1. Plans and directs all activities related to administration and maintenance of payroll and employee benefit programs.
2. Develops, recommends and assists in implementing personnel and administrative policies and procedures.
3. Annually reviews and implements the District's compensation programs, including salary grades for full-time staff and pay ranges for seasonal/part-time staff.
4. Reviews and updates District-wide job descriptions.
5. Supports recruitment efforts for the District's exempt and non-exempt staff; posts positions on the District website; assists with onboarding efforts; conducts reference and background checks; ensures all required paperwork is completed; and conducts exit interviews.
6. Ensures that monthly, quarterly, and annual payroll tax reporting are filed correctly.
7. Establishes and maintains personnel and training records for District staff.
8. Ensures compliance with federal, state and local employment laws.
9. Coordinates and supports the District's training efforts of staff including supervisor training,

seasonal staff supervisor training, and safety training.

10. Chairs the Safety Committee and coordinates and supports the District's safety program.

11. Other duties as assigned.

PERIPHERAL DUTIES:

1. Attend board meetings as necessary.

DESIRED MINIMUM QUALIFICATIONS:

1. Education and Experience:

A. Bachelor's Degree in finance, human resource management, business or related field or Associates Degree with an emphasis in accounting or related field with a minimum of two (2) years of similar experience. Human Resources Certification preferred.

2. Necessary Knowledge, Skills and Abilities:

A. Excellent written and oral communication skills.

B. Working knowledge of payroll computer programs and timekeeping systems.

C. Knowledge and understanding of federal and state employment laws.

D. Knowledge of risk management and safety program concepts.

E. Knowledge of recruitment techniques, onboarding, and new hire processing.

SPECIAL REQUIREMENTS:

1. Must have or obtain certification in CPR and AED within six months of employment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to work in an office and spend a considerable amount of time sitting at a computer. The employee is occasionally required to travel to and from park district facilities and other sites for meetings. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee works near computers and data processing equipment, fax machines, telephones, copiers, and other office machinery. The noise level in the work environment is usually conducive to office work.

SELECTION GUIDELINES:

Formal application, rating of education and experience, oral interview and reference, background check, and job-related tests might be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.