



## Human Resource Generalist

### Prospect Heights Park District

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**Closing Date:**  
**Salary:** \$67,467 - \$80,960

#### **Description:**

The Prospect Heights Park District is seeking a detail-oriented individual to join our team as the HR Generalist. The HR Generalist is responsible for recruiting, onboarding, training, and overseeing employee benefits and compensation. This role is full time and manages payroll processing, coordinates benefits and claims, supports safety initiatives, and develops strategic programs to enhance human resource functions across the District.

Under the administrative direction of the Superintendent of Finance, HR, and IT, the HR Generalist manages hiring, compensation and employee benefits, performance evaluation, employee relations, workplace policies, and leave administration. The Prospect Heights Park District has 22 full-time employees, approximately 60 year-round part-time employees, and approximately 120 seasonal part-time employees.

The mission of the Prospect Heights Park District is to enhance the quality of life for all residents of the District through the development and maintenance of park lands and facilities, utilizing available resources, as well as promoting community involvement through a variety of recreation programs, educational opportunities and special events.

#### **Qualifications:**

Bachelor's degree in human resources, labor relations, organizational development, business, or a related field preferred. A minimum of three years of human resource experience is required. Previous experience in human resources within Park District setting using Paycom payroll software is preferred.

We offer competitive compensation with a starting salary of \$67,467 (+ DOQ) based on experience and qualifications. The full salary range for this position is \$67,467 - \$80,960. Our benefit package includes medical, dental, vision, life insurance, 457 plan, IMRF pension, vacation, holidays, sick time, and personal days.

To request the full job description and send resume for consideration please email:

[cferraro@phparks.org](mailto:cferraro@phparks.org)

The Prospect Heights Park District is an Equal Employment Opportunity Employer