



## **Human Resources Generalist**

### Forest Preserve District of Kane County

**Contact Name:** Shelley Kouzes

**Contact E-mail:** kouzesshelley@kaneforest.com

**Contact Phone:** 630-208-8662

**Closing Date:**

**Salary:** The 2025 salary range for this opportunity is \$73,715 to \$96,740 with a starting salary up to \$79,393, based on qualifications and experience.

#### **Description:**

The Forest Preserve District of Kane County seeks applicants to help support its positive, dedicated team in the newly created role of **Human Resources Generalist**. The Human Resources Generalist manages the day-to-day operations of the human resources department and ensures its performance goals are met. The position assists the Director of Human Resources with implementing strategic initiatives and leads work on a wide variety of projects.

This position provides opportunities for impact in all functional areas of human resources including recruitment, compensation and benefits administration, policy development, performance management, employee training, workplace safety and risk management, organizational communication and compliance. The role requires a technically-savvy, strategic, collaborative and responsive human resources professional committed to enhancing the District's operations and supporting its workforce. The Human Resources Generalist is responsible for directly overseeing the Human Resources Coordinator, collaborates with a high-performing human resources team, and works closely with an experienced and actively engaged workforce of eighty-six (86) full-time and numerous part-time and seasonal forest preserve employees across eight (8) departments.

Requirements for the position include a Bachelor's degree in human resources, public or business administration, organizational psychology or leadership, or a related field with some emphasis on human resources management and 3-5 years of progressively responsible public sector human resource generalist experience. Additionally required is considerable knowledge of HR principles, best practices, and laws; proven leadership, project management, and organizational skills; and excellent communication ability. Supervisory experience and HRCI or SHRM certified, preferred.

This is a full-time, exempt position. The 2025 salary range for this opportunity is \$73,715 to \$96,740 with a starting salary up to \$79,393, based on qualifications and experience. Interested applicants may review a full job description and learn more about the District's competitive compensation program and benefit plans at <https://www.kaneforest.com/careers>. For more information about the Forest Preserve District of Kane County, visit <https://www.kaneforest.com>. **This position will be open until filled. To be considered in a first review of applications, apply online by July 21, 2025 with a cover letter, resume, and professional references.**

The Forest Preserve District of Kane County is an Equal Opportunity Employer.