



Human Resources Manager

Forest Preserve District of Kane County

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Closing Date:

Salary: The 2025 salary range for this opportunity is \$92,912 to \$121,913 with a starting salary up to \$97,620, based on qualifications, experience and the equitable pay practices that guide the District's compensation program.

Description:

The Forest Preserve District of Kane County seeks applicants for the new position of **Human Resources Manager**. This position oversees the day-to-day operations of the human resources department and ensures its performance goals are met. The Human Resources Manager leads work on special projects and assists the Director with implementing strategic initiatives.

This position provides opportunities for impact in all areas of human resources including recruitment, compensation and benefits administration, policy development, performance management, employee training, workplace safety and risk management, volunteer coordination, organizational communication and compliance. The role requires a creative, responsive and technology-inclined human resources professional committed to enhancing the District's operations and supporting its workforce. The Human Resources Manager is responsible for directly overseeing a full-time staff of three, collaborates with a high-performing management team, and works closely with an experienced and engaged workforce of eighty-five full-time and many 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 5-7 years of progressively responsible public sector human resources 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 \$92,912 to 121,913 with a starting salary up to \$97,620, based on qualifications, experience and the equitable pay practices that guide the District's compensation program. 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 September 15, 2025 with a cover**

letter, resume, and professional references. The Forest Preserve District of Kane County is an Equal Opportunity Employer.