



HR Manager

Hampshire Township Park District

Contact Name: Kathy Lamkin
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Closing Date:
Salary: \$60,000+ DOQ

Description:

Overview

The Hampshire's Park District's mission is to provide recreational, educational, and cultural opportunities that improve the quality of life through a responsive, efficient, and creative park and recreation system.

The Park District is seeking experienced, qualified, and team-oriented applicants for the position of Human Resources Manager. This exempt level position is responsible for developing, administering and managing all aspects of employment to include talent acquisition, leaves of absence (to include FMLA), working with PDRMA (Park District Risk Management Agency), worker's compensation, employee relations and performance, compensation, benefits, working with Finance to process payroll, training and development, ensuring legal compliance and adhering to workplace policies. The HR Manager will exercise independent judgment and maintain a high level of confidentiality and discretion when required, as well as deal fairly and calmly with issues requiring conflict resolution. The position reports directly to the Executive Director but works closely with the Director of Finance. Excellent oral and written communication skills and analytical skills are essential.

Qualifications

Graduation from an accredited college/university with a bachelor's degree in business/personnel administration or Human Resources Management or a related field required. A minimum of 5 years of responsible human resources experience as well as a minimum of 2 years' payroll experience is required. Experience working with a Human Resources Information System (HRIS) such as BambooHR is also required. IMPA-Certified Professional or SHRM certification a plus.

Salary & Benefits

This is an ON-SITE position Monday-Friday, 9:00 am – 5:00 pm. An excellent benefits package is available to include health insurance, paid time off and retirement through the Illinois Municipal Retirement Fund (IMRF). \$60,000 +- annually depending upon qualifications.

How to Apply

Interested applicants should submit a resume, cover letter and 3 work-related references to:

Kathy Lamkin, HR Consultant
Hampshire Township Park District
klamkinhr2u@gmail.com

Equal Opportunity Employer:

The Hampshire Township Park District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.