



Human Resources Generalist

Westmont Park District

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Closing Date: 2026-04-22
Salary: \$62,000 - \$70,000

Description:

Full time, IMRF retirement, with low cost health, dental, and vision benefits. Holiday, Sick, PTO, & Vacation included. Free family fitness memberships and program discounts.

The Westmont Park District located in Westmont, IL has an opening on our administrative team in human resources to fill a retirement. The District serves approximately 25,000 residents with over 155 acres of parks, a 9 hole golf course, fitness center and offers over 1,000 programs each year.

Position Summary:

The Human Resources Generalist reports to the Executive Director and works closely with the Finance Manager and Assistant Director. Primary job function is to be responsible for the daily management of Human Resources policies, procedures, programs, and personnel records. Additional responsibility is serving as the Recording Secretary for the Park Board of Commissioners. The Human Resources Generalist carries out responsibilities in the following areas: employee relations, training and development, employment benefits, organizational development, IPARKS risk management insurance coordinator, worker's compensation insurance coordinator, Administrative Office Assistant supervisor, and Board liaison. Excellent oral and written communication skills and customer service skills are vital to the position.

Hours: Generally 8:00a-4:30pm, M-F

Office Location: 55 E. Richmond St. Westmont, IL 60559

Reports to: Executive Director

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responds to employee and applicant inquiries regarding employment policies, procedures, benefits, and other HR-related matters.
- Assists with recruiting activities, including posting job openings internally and externally, and screening job applicants in coordination with District staff.
- Coordinates new employee payroll setup with Department Heads and the Finance Manager; inputs and maintains all HR records in the BS&A Financial system.
- Confirms and records all background checks and drug screening results as required.
- Conducts employee orientations and ensures staff understand Park District policies, procedures, and

rules in accordance with the Personnel Policy Manual.

- Maintains and distributes updated Personnel Policy Manuals and new hire packet materials.
- Conducts exit interviews and ensures completion of separation documentation.
- Coordinates the District's Health and Life Insurance programs; verifies employee eligibility and maintains benefit records.
- Ensures District compliance with applicable federal, state and local employment laws and regulations.
- Processes employee benefit enrollments, changes, and terminations.
- Administers the employee retirement Illinois Municipal Retirement Fund (IMRF) and deferred compensation programs.
- Maintains personnel files in compliance with state and federal regulations and District policies.
- Prepares and distributes Affordable Care Act (ACA) reports and submits required filings to the Internal Revenue Service (IRS).
- Maintains relationships with HR-related vendors.
- Serves as the District's Risk Manager coordinating Safety Committee meetings, preparing, Safety Committee agendas and records.
- Documents, prepares, and submits all insurance claims to the Illinois Park Association Risk Services (IPARKS) and maintains claim records.
- Documents, prepares, and submits all Worker's Compensation claims to the Illinois Public Risk Fund (IPRF) and maintains related documentation.
- Coordinates assigned employee safety training programs and ensures compliance with safety policies.
- Assists supervisors with employee relations matters including workplace investigations, disciplinary actions, performance improvement plans and policy interpretation.
- Serves as Recording Secretary for the Park Board of Commissioners.
- Attend all Park Board meetings for the purposes of recording and tracking minutes of the meeting.
- Maintains all official Board documents, including open and closed session minutes, ordinances and related records.
- Prepares and distributes Park Board meeting packets and supporting materials.
- Registers staff and Board members for professional development conferences and events, including the IAPD/IPRA State Conference, NRPA Conference, Legal Symposium, and Legislative Conference.
- Supervises and communicates regularly with the Administrative Office Assistant.
- Coordinates and monitors Administrative Office room rentals and schedules in collaboration with the Administrative Office Assistant.
- Ability to navigate and inquire within RecTrac, the District's registration software.
- Assists with various District programs, functions, and special events as needed.
- Performs other related duties as assigned.

QUALIFICATIONS:

1. Graduation from an accredited college or university with a bachelor's degree in human resources, business, organizational development or equivalent preferred.
2. Basic computer skills required for proficiency in word processing and spreadsheet software programs (Word, Excel, Outlook) for written and keyboard communication, report and management functions.
3. The ability to speak in public with good written and verbal communication skills.
4. Thorough knowledge of business English, spelling, grammar and punctuation.

REQUIRED KNOWLEDGE:

1. Thorough knowledge of office terminology, procedures and equipment related to HR functions.
2. Must possess excellent customer relations and business skills related to Human Resources and risk management.

- 3.Strong knowledge of computer systems, plus Microsoft Excel and Word programs.
- 4.Ability to follow complex oral and written directions; ability to get along well with others.
- 5.Understanding of and ability to use RecTrac, TimeClock Plus, and BS&A, the District's registration and finance software.
- 6.Knowledge of Federal, State and local laws pertaining to personnel administration and various compensation and benefit plans.
- 7.Working knowledge of Adobe Acrobat or similar PDF software for compiling, editing and distributing Board meeting packets and official documents.
- 8.Basic math skills.

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 liabilities to perform the essential functions.

- English must be spoken and read to perform most functions of this position.
- The noise level in the work environment is usually moderate, and typical of an office setting.

*The Westmont Park District is an Equal Opportunity and Reasonable Accommodation Employer. This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities. *Full job description available on <https://www.westmontparks.org/about-us/employment/>*

How to apply:

INTERESTED AND QUALIFIED APPLICANTS MUST SUBMIT:

- Resume
- Cover letter
- Westmont Park District **online application**

To: Jobs@westmontparks.org

Applications will be accepted until 4/22/2026, anticipated interviews will take place the the end of April.