



Human Resources Manager

Niles Park District

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Closing Date: 2026-08-22
Salary: \$75,000-\$90,000

Description:
NILES PARK DISTRICT
HUMAN RESOURCES MANAGER

To apply: <https://recruiting.paylocity.com/recruiting/jobs/Apply/4391277/Niles-Park-District/Human-Resources-Manager>

Position Summary

The Human Resources Manager is responsible for planning, administering, and overseeing the District's human resources and risk management functions. This position provides leadership in recruitment and retention, employee relations, benefits administration, compensation, payroll administration, policy development, training, risk management, workers' compensation, unemployment claims, and compliance with applicable federal and state employment laws. The Human Resources Manager serves as a trusted advisor to the Executive Director and leadership team on employment matters while maintaining the highest level of confidentiality and professionalism. Expected Starting Salary: \$75,000–\$90,000 with generous benefits package.

Essential Functions

Human Resources Administration

- Administer and oversee all Human Resources functions for the District.
- Develop, interpret, and administer personnel policies, procedures, and employment practices.
- Ensure compliance with all applicable federal, state, and local employment laws and regulations.
- Maintain confidential employee records and personnel files.
- Advise supervisors and department managers on employee relations, performance management, disciplinary actions, and employment issues.
- Conduct workplace investigations and recommend appropriate corrective or disciplinary actions.
- Coordinate legal matters involving employment issues with legal counsel and outside consultants.

Recruitment & Staffing

- Lead all recruitment efforts for full-time positions, including advertising vacancies, screening applicants, interviewing candidates, conducting reference checks, and making hiring recommendations.
- Assist supervisors with recruitment and hiring of part-time and seasonal employees.
- Coordinate onboarding and new employee orientation.
- Represent the District at job fairs and recruitment events.
- Maintain employment records and applicant tracking systems.

Compensation, Benefits & Payroll

- Administer employee compensation and classification programs.
- Coordinate annual salary surveys and market comparisons.
- Administer employee benefit programs including health, dental, vision, life insurance, retirement plans, COBRA, and annual open enrollment.
- Serve as the primary contact with benefit providers and brokers.
- Process payroll utilizing the District's payroll system and serve as payroll backup.

Employee Relations & Organizational Development

- Promote positive employee relations throughout the District.
- Counsel employees and supervisors regarding workplace issues and conflict resolution.
- Develop and coordinate employee training and professional development programs.
- Coordinate mandatory compliance training.
- Prepare and deliver presentations to employees and supervisors.

Risk Management & Safety

- Administer the District's risk management program.
- Coordinate workers' compensation claims, unemployment claims, accident investigations, and property loss reporting.
- Serve as the District's liaison with insurance carriers and risk management agencies.
- Participate in the District Safety Committee and promote a culture of workplace safety.
- Monitor compliance with District safety policies and applicable safety regulations.

Policy Development

- Review and recommend updates to personnel policies and employee handbooks.
- Ensure District employment practices remain compliant with changing laws and best practices.
- Assist in developing policies that support organizational goals and employee engagement.

Other Duties

- Participate in special projects as assigned by the Executive Director.
- Perform other duties consistent with the responsibilities of the position.

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Qualifications

Education

Bachelor's degree in Human Resources, Business Administration, Public Administration, Risk Management, or a related field is required.

Experience

- Minimum of five years of progressively responsible Human Resources experience.
- Experience in public sector or park district operations preferred.
- Experience administering employee benefits, payroll, employee relations, and risk management programs preferred.
- Experience with HRIS and payroll software (Paylocity preferred).

Certifications

- PHR, SPHR, SHRM-CP, or SHRM-SCP certification preferred.
- CPR/AED certification or ability to obtain upon hire.

Knowledge, Skills & Abilities

- Thorough knowledge of Human Resources principles, employment law, and best practices.
- Knowledge of compensation, benefits administration, payroll, and risk management.
- Strong leadership, communication, interpersonal, and conflict resolution skills.
- Ability to maintain strict confidentiality.
- Excellent organizational and project management skills.
- Strong analytical and problem-solving abilities.
- Ability to establish positive working relationships with employees, supervisors, elected officials, legal counsel, vendors, and outside agencies.
- Proficiency with Microsoft Office and Human Resources Information Systems.

Physical Requirements

Work is primarily performed in an office environment requiring prolonged sitting, computer use, and occasional lifting of office materials up to 25 pounds. Periodic attendance at meetings, training sessions, and District facilities is required.

Working Conditions

Work is performed primarily in a professional office environment with occasional visits to District facilities. The position may require attendance at evening meetings, training programs, or special events as necessary.

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