



## **Human Resources Manager**

Western DuPage Special Recreation Association (WDSRA)

**Contact Name:** Gail Bettcher

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**Closing Date:** 2019-12-26

**Salary:** Starting \$62,000, commensurate with experience

### **Description:**

Are you looking for a fun, engaging environment where you can utilize your skills to make a difference?

Then we need you! We are seeking an applicant who is innovative and thrives in a computerized HR environment. WDSRA will invest in the right person who brings HR management experience and ideas for how to maximize benefits, minimize risk and maintain compliance. This is a great opportunity for someone who enjoys a feedback rich culture, developing staff, and building employee relations.

This position is a full-time, 40 hour per week, exempt position. Applications accepted through December 26th. Go to [www.wdsra.com](http://www.wdsra.com) - Join Our Team to apply.

### **ESSENTIAL JOB FUNCTIONS:**

- Independent thinker who has the ability to determine what is best for the HR department/agency and has the confidence to communicate those recommendations
- Fiscally responsible and able to balance WDSRA budget while still looking out for the employees
- Tech savvy and appreciates the intricacies and efficiencies of multiple systems that interface with each other
- Ability to negotiate with benefit providers to offer the best possible benefits at an affordable price
- A rule follower that can also adjust to the needs of the staff or the agency when appropriate
- A recruiter that believes they have an obligation to find the best fit and do everything they can to help new staff succeed
- Someone who promotes continual feedback and can assist managers in setting appropriate goals and targets for staff development or is not afraid to recommend disciplinary action when appropriate
- A trainer that cannot only personalize training needs but can develop relevant all-staff training
- Safety-minded individual that will focus on leading the charge to minimize risk
- Detail-oriented person who can organize agency records and follow state mandated retention guidelines
- Caring person who is willing to listen to employees and effectively bring a resolution to their concerns

## KNOWLEDGE, SKILLS and ABILITIES:

- Extensive knowledge of modern principles and techniques of human resource management, benefits administration and insurance
- Experience with various HR related computer systems
- Strong ability to communicate professionally, both orally and in writing, with various audiences
- Ability to solve problems comprehensively and effectively
- Performs well under stressful situations
- Effectively transitions through multiple tasks and/or multiple interruptions
- Prolonged use of computer with working knowledge of Microsoft Office products

## POSITION QUALIFICATIONS:

- Bachelor's degree from an accredited college or university based on a major in human resource management or related field
- A minimum of five (5) years of experience in human resource management, insurance, benefits management and/or related areas
- HR system administration experience
- Certification or the ability to attain certification for IMRF administration within one year
- HR certification preferred
- Risk Management experience preferred