

Oak Park Township
JOB DESCRIPTION

CLASS. TITLE:	Human Resource Coordinator (Part-Time, 20 hrs/week)	
DEPARTMENT:	Administration	FLSA: Non-Exempt
DIVISION:	Town	DATE: 10/17
REPORTS TO:	Township Manager	

Job Summary:

The Human Resource Coordinator is an important element of the Human Resources function assisting all of the Township departments with 1) retention and recruitment of a valued team, 2) training, development, and education to promote individual success and increase overall value to the organization, 3) creating a safe, diverse, and healthful working environment, and 4) effective communication on issues related to personnel. The HR Coordinator is responsible for performing human resource administrative work including record-keeping, file maintenance, providing various staff trainings and initiatives, HRIS entry and human resource functions as needed. This position is responsible for making sure Oak Park Township is in compliance with all rules and regulations.

Essential Job Functions:

- Overall responsibility for the talent acquisition program including recruitment planning; attending interviews; background check; EEO compliance.
- Maintenance of classification and pay plans.
- Provide technical advice and assistance to Department Directors and Supervisors on personnel matters including classification of positions FLSA exempt or non-exempt, provide technical assistance on FMLA, performance reviews and terminations.
- Develop and implement comprehensive Township wide training programs.
- Review, interpret and recommend policy, process or program improvements.
- Manage special projects
- Participate in working groups and committees.
- Perform customer service functions by answering employee requests and questions.
- Conduct audits of payroll, benefits or other HR programs and recommend corrective action.
- Perform various administrative duties such as filing, making copies and other clerical functions.

Minimum Qualifications

- Bachelor's Degree in Human Resources, public administration, business administration or related field
- Two years proven experience in a relevant human resources/administrative position
- Experience with HR databases, applicant tracking systems and HRIS systems

The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills, and abilities to perform this job, may be considered.

Knowledge:

- Knowledge of human resources processes and best practices
- In depth understanding of sourcing tools, like resume databases and online communities
- Familiarity with social media recruiting

Skills:

- Good organizational and time management skills
- Outstanding communication and interpersonal skills
- Using MS Office (MS Excel and MS PowerPoint, in particular)
- Relationship management skills

Abilities:

- Work independently with limited supervision and as a member of a team.
- Work with database software
- Ability to handle data with confidentiality

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.