

LOWER PAXTON TOWNSHIP HUMAN RESOURCE MANAGER

The Human Resource (HR) Manager is responsible for human resource functions within a municipal workplace possessing five operating departments, 140 full-time employees, over 300+ part-time and seasonal employees, and four collective bargaining units, working from four separate locations.

The HR Manager counsels department directors, supervisors, and line employees regarding employment-related policies, procedures, rules, laws, and regulations; provides advice on personnel practices and interprets personnel policies; explains Township decisions on human resources-related matters; analyzes operational problems and develops solutions to meet Township and departmental goals; participates in the negotiation of collective bargaining unit agreements; writes procedures to implement policies; reviews hiring, discipline, and termination decisions for compliance with policies and procedures; and develops, coordinates, and conducts training programs.

The HR Manager serves in a variety of human resources-related capacities, including, but not limited to: training coordinator, safety officer, back-to-work coordinator, risk management coordinator, records retention coordinator, discrimination/harassment complaint investigator, CDL coordinator, and affirmative action coordinator.

A Bachelor's Degree in Public Administration or a related field and a minimum of three years of progressively responsible experience in human resources management are required for this position. Other combinations of education, on-the-job training, and experience will be considered in lieu of that required. Professional in Human Resources (PHR) certification is desirable. Possession of a valid PA Driver's License is required.

The salary of the HR Manager will be based upon qualifications and work experience. The minimum starting salary is \$73,185.

Interested individuals must submit resumes, including salary requirements, to the Township Manager, 425 Prince Street, Harrisburg, PA 17109 by April 6, 2018.

Lower Paxton Township is an Equal Opportunity Employer.