

City of Florence Employment Opportunity

HUMAN RESOURCES MANAGER

\$3,791—\$5,238 monthly

The City of Florence is accepting applications for a Human Resources (HR) Manager to join our management team!

Position Summary:

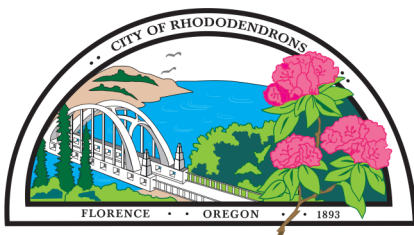
The HR Manager is responsible for assisting the management team with human resources needs, including employee benefits, employee relations, training and development, and personnel policy and procedure administration. The HR Manager ensures compliance with employment related laws and regulations, administers the benefit plans, oversees the employee performance evaluation process, manages recruitment activities, develops and interprets personnel policies and procedures, and advises management regarding employment related issues. The HR Manager manages HR activities, but is the only HR staff person. This is a non-supervisory position.

Qualifications:

Desired knowledge, skills, and abilities include:

- ◆ Knowledge of the principles and practices of human resources management, including benefits administration, risk management, and labor relations.
- ◆ Thorough knowledge of Federal, State, and local legislation relating to human resources operations.
- ◆ A working knowledge of government management techniques, principals, and methods.

The ideal candidate will have a Bachelors degree in Human Resources Management, or related subject with at least 3 years of related experience, or an equivalent combination of education and experience. A Master's degree in Public Administration, Human Resources, or a related field will be considered as relevant experience.



City of Florence
A City in Motion

To Apply:

Please visit the City's website at www.ci.florence.or.us/jobs for a detailed job description and to download a City employment application.

Position is open until filled with the first review of applications on March 4, 2016 at 5pm.

The City of Florence is an equal opportunity employer and service provider.



FLORENCE, OR

Florence (population 8,600), located only an hour west of Eugene on the Central Oregon Coast, is known for our quaint Historic Old Town and our great outdoor recreation opportunities located within the Oregon Dunes National Recreation Area.

Florence is a thriving community in western Lane County with an economic base of small business, medical care facilities, educational opportunities, and services including the fishing and logging industries. In recent years Florence has welcomed active retirees and has expanded its tourism base. For more information on the Florence area, please visit www.florencechamber.com.

Incorporated in 1893, the City of Florence operates under the council-manager form of government. The mayor and four councilors are elected at large. The management team members report directly to the City Manager.

The City has approximately 60 FTE staff members and a current budget of \$33.8 million. The City's departments include City Manager's Office, Community Development, Finance, Florence Events Center, Municipal Court, Police, and Public Works.