

CITY OF MORGANTOWN HUMAN RESOURCE MANAGER

The City of Morgantown is now accepting resumes for the position of Human Resource Manager. The Human Resource Manager is directly responsible for the overall administration, coordination and evaluation of the human resource function.

The position is responsible for developing and administering various human resources plans and procedures for all company personnel. Leading the City's wellness program and other collaborative employee committees, planning, organizing and controlling all activities of the department, participating in developing department goals, objectives and systems.

Implementing and annually updating compensation program; rewriting job descriptions as necessary; conducts annual salary surveys; analyzes compensation; monitors the performance evaluation program and revises as necessary. Developing, recommending, and implementing personnel policies and procedures. Maintaining handbook on policies and procedures. Performing benefits administration to include claims resolution, change reporting, approving invoices for payment, annual re-evaluation of policies for cost-effectiveness, information and activities programs. Developing and maintaining affirmative action program; maintaining records, reports and logs to conform to EEO regulations. Conducting recruitment efforts for all exempt and nonexempt personnel, students and temporary employees; conducts new-employee orientations, employee relations counseling, outplacement counseling and exit interviewing; writes and places advertisements. Evaluating reports, decisions and results of department in relation to established goals. Recommending new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed. Performs other incidental and related duties as required and assigned.

Minimum qualifications for the position include:

- A bachelor's degree and five years' human resource experience, or equivalent.

Preference will be given to the candidate with:

- A master's degree in human resource management and four years' experience in the HR field.
- Certified by a professional human resource organization
- Involvement in a State or National Human Resource Association

The City offers a salary which is competitive in the region. Also available is an excellent benefits package. The City of Morgantown is an equal opportunity employer and does not discriminate based on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, age, physical disability, veteran status, marital status or any other basis prohibited by law.

Please submit cover letter and resume to Human Resources Department, City of Morgantown, 389 Spruce Street, Morgantown, WV 26505 or email to dsmyth@morgantownwv.gov. Application deadline is 5:00 pm on October 9, 2015.