



TOWN OF SOUTH KINGSTOWN

JOB POSTING

Personnel Administrator

The Town of South Kingstown, Rhode Island, a suburban coastal community of 30,000 residents, is seeking an experienced human resource professional to administer the Town's municipal personnel program. The Town employs approximately 400 municipal employees, consisting of full time, part time, seasonal, and per diem employees across 26 departments and divisions.

The Personnel Administrator, under the direction of the Director of Administrative Services and as a division of the Town Manager's Office, is responsible for the administration and coordination of a wide range of personnel programs and services to Town departments, employees, retirees, and applicants. This position performs a variety of complex administrative tasks; maintains and processes confidential and sensitive information; provides recommendations for the division's efficiency and effectiveness of services and programs to support the needs of the Town and its employees; and represents the Personnel Division and the Town in a positive and professional manner. Specifically, this position is responsible for management of the recruitment process; provision of employment and orientation services; maintenance of employee files and records; management of the Town's human resource database; development and administration of personnel policies, procedures, and forms; ensuring adherence to local and federal employment laws; management of performance evaluation programs; administering employee and post-employment healthcare and benefits programs; administering pre-payroll related processes; conducting job classification, compensation, and labor market research; and management of Worker's Compensation and On the Job Injury (OJI) processes.

Required qualifications include a Bachelor's degree in Human Resources or a related field; and a minimum of five (5) years of increasingly responsible experience in personnel and human resource administration. Applicants must possess demonstrated strong administrative and organizational skills with a high level of accuracy and attention to detail; excellent interpersonal skills and written, editing, and verbal communication skills; ability to maintain confidentiality and exercise discretion; strong computer skills in word processing, spreadsheet management, and database management; and an ability to prioritize tasks and meet deadlines. Applicants must have considerable knowledge of modern policies and practices of public personnel and benefits administration; state and federal laws governing personnel and labor issues; and risk management and safety practices. The salary for this non-union, full time position is \$63,349 and includes a comprehensive benefit package.

To apply, please submit a cover letter, resume, and employment application by Monday August 21st, 2017 to jobs@southkingstownri.com. Applications are available for download on the Town's website www.southkingstownri.com.

EOE
M/F/V/H