



Job Title	Human Resources Coordinator
Department	Human Resources
Employment Status	Full-Time
Exempt/Nonexempt Status	Non-exempt

Scope of Work

This position provides comprehensive administrative support to the Human Resources Department. Responsibilities include serving as the first point of contact for employees and visitors providing exceptional customer service, maintaining personnel files, and overseeing office administration such as ordering supplies and processing invoices for the department.

Supervision

Received	Assistant Director of Human Resources
Exercised	None

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Establishes and maintains all personnel files for all Town employees and maintains confidentiality of information consistent with public disclosure requirements.
- Ensures all new employees submit required paperwork necessary to start in their position and processes required pre-employment forms such as Form I-9 and iCORI.
- Maintains employee performance evaluations, ensuring all paperwork is appropriately submitted and following up with supervisors regarding outstanding performance evaluations.
- Serves as the first point of contact for the department, supporting phone calls and walk-ins and answering basic HR-related questions for employees, residents, and visitors.
- Serves as the primary staff member responsible for office administration and bookkeeping functions, including monitoring budgets, ordering supplies, processing purchase order (PO) requests and invoices for the department, and resolving any billing issues or questions that arise with vendors.
- Reviews the accuracy of all Personnel Payroll Action Forms (PPAFs) for all employees.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Supports with recruiting and hiring by organizing interviews, as needed.
- Supports in explaining basic benefit information and procedures to employees, as needed.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from a college or university with an Associate's Degree in Human Resources, Business, Benefits, Office Administration, or related field, supplemented by at least one (1) year of experience in benefits administration and human resources preferably in a local or state government setting.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• Department policies and procedures. • Federal and State labor and employment laws. • The use of standard office equipment, including computers and relevant software programs.
Ability to	• Multi-task and prioritize work. • Deal with highly sensitive information and maintain confidentiality. • Communicate effectively both verbally and in writing. • Work independently with minimal supervision. • Establish and maintain effective working relationships with elected officials, supervisors, coworkers, retirees, contractors, vendors, and the general public.
Skill in	• Oral and written communications. • Trouble-shooting and decision making. • Customer service.

Necessary Special Requirements

None

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.

- The employee must occasionally lift and/or move up to 20 pounds.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer