

The Village of Mount Horeb (7,754) / Mount Horeb Utilities is currently recruiting for the position of Human Resource Manager. This supervisory position plans, directs and administers the day-to-day human resources function of the Village and all Village owned utilities. Duties include developing short and long-range goals and objectives for the human resource function and customer service team, training, supervising, and evaluating the customer service team, maintaining employee handbook, administering employee benefits, overseeing payroll process and recruitment efforts for all roles, reviewing and maintaining compensation structure, performance management plan, recognition and on-boarding programs.

Bachelors or Associates degree required in human resources, business, or related field; SHRM or PHR designation is preferred; minimum five years human resources experience in office setting required; or any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the job. Some evening hours are possible for meeting attendance.

Full-time position starting at minimum \$30.00 an hour, dependent upon qualifications, plus competitive benefit package. Village application and a job description can be found on the Village website, www.mounthorebwi.info, or pick up at the Village Office, 138 E Main Street, Mount Horeb, WI. For further information or to submit a resume, application, cover letter, and references please contact Village Treasurer / Deputy Administrator, Amy Hall, at amy.hall@mounthorebwi.info or (608) 437-9406. Review of applications will begin immediately. Recruitment to remain open until position filled.

**Village of Mount Horeb
Job Description**

TITLE: Human Resource Manager
DEPARTMENT: Administration
SUPERVISOR: Treasurer / Deputy Administrator
FLSA STATUS: Non-Exempt
EMPLOYMENT STATUS: At will
EFFECTIVE DATE: October 27, 2021

SUMMARY: This supervisory position plans, directs and administers the day-to-day human resources function of the Village and all Village owned utilities. This employee ensures compliance with personnel-related regulations. This position supervises the customer service team. Professional image and manner are required. Position may require attendance at evening meetings.

ESSENTIAL JOB FUNCTIONS:

- Effectively communicate with the general public, both in person and through phone calls
- Train, supervise, and evaluate all employees and volunteers working in the customer service department
- Investigate and respond to citizen concerns regarding customer service in the Village
- Develop short and long-range goals and objectives for the department
- Analyze and update the performance management and compensation programs
- Maintain employee handbook containing personnel policies and procedures
- Oversee payroll process ensuring accuracy
- Perform benefits administration
- Develop and oversee recognition program
- Oversee recruitment efforts for all roles
- Develop and implement an on-boarding program
- Ensure proper procedures and controls are followed in the processing and maintenance of employee data
- Maintain personnel and payroll information
- Prepare for, attend, and take minutes for Board or Committee meetings as assigned
- Assist Treasurer with duties as needed

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- Prepare and present clear and concise presentations to Village staff, the Village Board, or various community groups
- Problem-solve and work effectively in stressful situations, including working with multiple deadlines and changing work priorities
- Maintain attention to detail

- Maintain effective working relationships with other employees and the public
- Communicate with, and respond professionally to, a demanding and diverse public
- Work independently with minimal supervision
- Remain composed under pressure
- Move or lift objects weighing up to 25 pounds
- Follow oral and written direction

Knowledge of:

- Applicable local policy, state law, and federal law related to employee overtime, the Family Medical Leave Act, and other personnel-related regulations
- General office equipment including computer, printer, scanner
- Supervision and coaching
- Records management
- Proficiency in Microsoft Office with high proficiency in Word and Excel

Skills:

- Remain calm in stressful situations
- Prepare, maintain, and update records and documents related to human resources
- Learn new software programs efficiently
- Prepare clear and concise reports and correspondence
- Must be able to communicate with the public and other employees in a professional manner

WORKING CONDITIONS: Work is generally in an indoor office setting.

- Frequently required to sit in an office chair for extended periods of time
- Frequently required to stand and balance
- Frequently required to use hands
- Frequently required to walk, stoop, climb, talk and hear
- Occasionally required to lift objects up to 25 pounds
- Specific vision abilities required by this job include close vision and the ability to adjust focus

EDUCATION AND EXPERIENCE:

- Bachelors or Associates Degree is required in human resources, management or related field
- Minimum of five years human resources experience in an office setting requiring composure in stressful situations
- SHRM or PHR designation preferred

SELECTION GUIDELINES:

Village of Mount Horeb application; rating of education, experience; oral interview and reference checks. Job related tests may be required.

The duties listed within are intended only as illustrations of the various types of work that may be performed. Omission from the specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.