

**Town of Gloucester
Human Resources Administrator**

POSITION DESCRIPTION:

Reporting to the Gloucester Town Council, the HR Administrator is responsible for managing all personnel functions for the Town of Gloucester.

Responsibilities include:

- Maintain current job descriptions for all positions.
- After approval by Town Council: manage the hiring process, including advertising open positions, reviewing resumes, coordinating and conducting interviews with the appropriate personnel, conducting reference and background checks, make recommendations to the full Town Council, and after favorable approval by Town Council draft and send offer correspondence.
- Managing on-board process for new hires.
- Maintaining up-to-date personnel information and secured employee files.
- Administering employee benefits; including leave time (sick, personnel, vacation, etc.) in conjunction with the Finance Director.
- Completing and submitting paperwork to external agencies; including worker's compensation claims, unemployment claims, verification of employment, etc., in conjunction with the Finance Director.
- Maintaining employee handbook.
- Ensuring management actions conform to employee handbook, contracts and regulatory compliance.
- Recommend to Town Council Human Resource policies and procedures as needed.
- Liaising with legal counsel to discuss HR-related issues as needed.
- Participating in disciplinary and termination processes/meetings.
- Attend regularly scheduled Department Head meetings
- Initiate employee training when necessary, ex. sexual harassment, diversity, sensitivity, compliance, etc.
- Serve as a resource for all employees as it relates to personnel/personal employment issues.
- Work with all union/non union employees to ensure management is abiding by all contract and handbook provisions and work with union stewards to resolve issues which may arise.
- All other duties as may be required by the Town Council.

Qualifications:

Ability to work independently, multi-tasking ability, enjoy interfacing with staff at all levels, excellent skills in verbal and written communication, Bachelor's Degree or 2-3 years of previous relevant work experience, knowledge of current software & ability to work with various software packages, ability to recognize and work with confidential information while maintaining confidentiality.