



CITY OF ORRVILLE
207 N. Main Street
Orrville, Ohio 44667
(330) 684-5047

Human Resources Coordinator

Class Summary

This is responsible professional work providing administrative management support to the Human Resources Manager and all City departments and coordinating effective administration of the human resource activities of the organization, including employee services, the City's safety program, recruitment, and record retention and compliance.

Work involves assisting City of Orrville employees with pay, insurance, and general employment questions, providing support to employees with regard to the City's varied benefit programs, and assisting the Human Resource Manager with projects, problems and other issues. Work includes monitoring and overseeing the City's safety program in all departments. Work involves independent and professional judgement in analyzing and improving safety performance. Work is performed under the general direction of the Human Resources Manager. Employee must be able to exercise independent judgment and work closely with individuals to build a consensus. Work is reviewed through meetings and performance appraisals completed by the Human Resources Manager.

Minimum Qualifications

Possession of a bachelor's degree in human resources, public administration, business management or a related field and preferably some public human resources administration experience, or any equivalent combination of education and experience that provides the required knowledge, skills and abilities. Ideal candidate will possess 3 -5 years of increasing human resources responsibility and experience.

Knowledge of the common HR regulations, the administration of State and Local programs such as BWC and PERRP, FMLA, and other applicable laws and statutes, administration of employee benefits, and the principles of modern public employer human resources administration.

How to Apply

A completed City of Orrville application and resume must be submitted to pmcfarren@orrville.com by 5:00pm, Monday, February 7, 2022. Go to <https://www.orrville.com/departments/human-resources-dept> to download a City application and to view a complete classification description. **Online applications through recruiting agencies such as Indeed and ZipRecruiter will not be accepted.** Only City of Orrville applications with an accompanying resume will be considered for employment.

Compensation

\$70,387.20 - \$95,076.80, plus comprehensive benefit package.

The City of Orrville is an equal opportunity employer.