



Clearcreek Township

Human Resources Manager Job Description

Job Summary

FLSA Status: Exempt

The Human Resources Manager reports to the Township Administrator and is expected to perform highly specialized administrative and managerial human resources functions.

Essential Job Duties and Responsibilities

- Oversees the planning, development, and management of all aspects of human resources functions and many labor relations functions.
- Administers employee health insurance plans, including enrollments, changes, and terminations.
- Reconciles benefits statements.
- Administers FMLA.
- Monitors, processes, and maintains workers compensations claims and documentation.
- Completes all required reports and data for Drug Free Safety Program.
- Completes yearly employee motor vehicle checks.
- Schedules and facilitates required personnel trainings.
- Maintains current job descriptions.
- Posts and advertises for job openings as per personnel policy.
- Receives and tracks applications.
- Conducts new employee hiring processes and processes resignations.
- Maintains personnel files.
- Maintains and keeps data current in payroll and human resources system.
- Assists with preparation of Trustee Meetings and necessary documents.
- Executes miscellaneous tasks at the discretion of the Township Administrator.
- Develops relationships with elected officials, residents, and contractors/vendors.
- Assists the Township Administrator with planning, coordinating, directing, and participating in the development and implementation of goals, objectives, policies, and procedures.
- Assists the Township Administrator in administering, enforcing, and executing the policies and resolutions of the Board of Trustees.
- Assists the Township Administrator in conferring with department heads concerning administrative and operational problems and makes appropriate decisions and/or recommendations.
- Assists the Township Administrator in representing the Township at a variety of meetings and public functions as required and attends all meetings of the Board of Trustees at which his/her attendance is required.
- Assists the Township Administrator in selecting, supervising, training, and evaluating staff.
- Performs such additional related duties as assigned or as the Board of Trustees may determine by resolution.
- Provides high level support and guidance to department heads on various personnel policies and issues.



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- Keeps abreast of federal, state, and local laws and regulations pertaining to personnel practices and labor law.
- Completes other duties as assigned.

Qualifications

- Typical experience includes minimum of three (3) years of progressively responsible relevant experience in human resources; in a substantially sized county, municipal, or township organization.
- Preferred bachelor's degree in human resources, public administration, business administration, or related study.
- Knowledge of modern township administrative methods and procedures; organization and functions; current social, political, and economic trends; and operating problems of county, municipal, and township government.
- Knowledge of the principles of effective public relations and inter-relationships with community groups and agencies, private businesses and firms, and other levels of government.
- Ability to interact effectively with the public and employees.
- Ability to provide effective leadership and coordinate the activities of the Township.
- Ability to analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Ability to appraise situations and people accurately and quickly.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Clearcreek Township is an Equal Opportunity Employer.

Date approved: 4/2/2024

Please sign receipt of this job description. A copy will be placed in your personnel file.

Employee Signature

Date Signed