



IONA MCGREGOR FIRE DISTRICT

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JOB POSTING HUMAN RESOURCES MANAGER

Date: September 14th, 2022
Hiring Salary: \$79,415
Benefits: Eligible for District's Comprehensive Health & Benefits Program
Hours of Work: Monday-Friday (8 AM – 4 PM)
Closing Date: September 28th, 2022

The Iona-McGregor Fire District is seeking a competent HR professional to direct the department's human resources function. Successful candidate will possess a mid- competency and knowledge level in the field as defined by the Society of Human Resources. The Manager coordinates and manages all human resources functional areas to include: recruitment & selection, new employee orientation, onboarding, employee relations, maintains personnel files and human resources templates, processes personnel actions, oversees administration of employee benefits and the Florida Retirement System (FRS), and coordinates activities associated with the State Worker's Compensation program. Provides ongoing analytical review of processes & procedures and assists the Deputy Chief of Administration in reviewing, updating and writing Human Resource policy. Also serves as a member of management's negotiation team.

Minimum Qualifications: Bachelor's degree in a Human Resources academic discipline or related field supplemented by three (3) years of progressively responsible level experience in a Human Resources position, preferably in the public sector. PHR, SHRM-CP or Public Personnel certification desired but not required. Specific human resources experience as defined in this classification may substitute on a year for year basis for the required education.

Timeline: Interview process will be conducted from October 3rd through 14th, 2022. Projected start the week of November 7th, 2022.

*****Applications are ONLY being accepted via Indeed*****

<https://www.indeed.com/job/human-resources-manager-fc0553b7dddb6df>