

Job Announcement for

Human Resources Manager

Fire District 6 is seeking a highly capable individual to join our team and provide comprehensive support to our fire district with Administrative and Human Resource skills.

This position is expected to exercise full occupational-level skills in the performance of a wide range of administrative tasks. These tasks include, but are not limited to the following:

- Directs and administers District recruitment, selection, and employment functions in compliance with established EEO guidelines, as well as procedures for transfers and promotional opportunities.
- Directs and administers District classification and compensation system; evaluates, recommends, and implements program changes. This shall include the creation and management of job descriptions for all District positions.
- Responsible for efficiently processing employee data, keeping District policy up-to-date, and assisting in managing the hiring process.
- Prepare reports and presentations on HR-related metrics.
- Maintain District personnel information in staffing software database.
- Provides administrative support to the Fire Chief, management staff and department staff.
- Performs other work as assigned.

REQUIREMENTS FOR THE POSITION:

A high school diploma is required. An associate or bachelor's degree in a related field is preferred. A minimum of three (3) years of experience in human resources, fire administration, public safety, or a related field is required. An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed in the job description may be accepted upon review.

The ability to conduct routine and special assignments efficiently, accurately, and in a professional manner. A courteous and polite manner in dealing with the public we serve is essential. A valid driver's license required as well as drug screen and background check.

An online application and job description can be found at www.ccf6.org. An application and resume must be returned to the Office Administrator via email at tina.mensinger@ccfd6.org no later than 5 p.m. on Friday, June 14, 2024.

The annual salary range for this position, depending on experience and qualifications, is \$110,000 - \$120,000 annually. Based upon application and resume review, those individuals that best qualify in meeting the job description will be invited to participate in an interview that will be given the week of June 24th. The position will be expected to begin on August 1, 2024.