HUMAN RESOURCES MANAGER

The City of Cedar Falls is seeking a Human Resources Manager to manage/oversee the activities and operations of the Human Resources division, within the City’s Department of Finance and Business Operations. Position prepares and oversees for the City compensation administration, job classifications, performance management, benefit administration, employee recruiting, and training systems; attends meetings for and provides guidance/support to a variety of boards and commissions; and serves as the City’s Health Privacy Officer and Affirmative Action Officer. Individual coordinates duties with city departments; provides highly responsible and complex administrative support to the Director of Finance & Business Operations; and exercises direct supervision over professional and technical staff.

The individual will participate in the development and implementation of goals, objectives, policies, procedures, and priorities for the Human Resources Division; select, train, motivate, evaluate, and discipline personnel; and direct, coordinate, and evaluate the work plan, methods, and procedures for human resource programs and services. The position will also participate in the development and administration of the Human Resources division budget and serve as the Division liaison to other departments, divisions, and outside agencies and organizations; prepare, review, and distribute correspondence, reports, and documents; recommend changes and advise on personnel policies and procedures; work with other city departments on employee recruitment and selection processes; oversee the maintenance of personnel records; may work with legal staff on labor negotiations; serve on a variety of committees and oversee staff assignments to the Risk Management Committee, Civil Service Commission and Human Rights Commission; attend and participate in professional group meetings; and stay abreast of new trends and innovations in the field of human resource management.

Minimum experience and education requirements include: Bachelor’s degree from an accredited college or university with major course work in human resources, management, business, public administration, or related field AND six years of increasingly responsible experience in human resource management, business management, or related area, including at least two years of administrative or supervisory experience.

The expected employment offer would be in the $75,129-$93,912 range, depending on qualifications, with full-time benefit package. Post-offer pre-employment physical and drug screen may be required.

For consideration, submit completed application form (from Cedar Falls City Hall or kim.kerr@cedarfalls.com) and resume to: City of Cedar Falls, Department of Finance & Business Operations - Attn: Human Resources Manager, 220 Clay St., Cedar Falls, IA 50613. Preferred deadline for application materials is September 18, 2020 at 4:30 p.m., but position will remain open until filled. Equal Opportunity Employer