HUMAN RESOURCE MANAGER

Lower Paxton Township is accepting applications for the full-time position of Human Resource Manager. This is a professional position reporting to and serving as a resource for the Township Manager to facilitate human resources functions, including policy development and implementation, employee training, labor relations, unemployment compensation, safety, workers’ compensation, and benefits administration. The Human Resource Manager counsels department directors, supervisors, and line employees regarding employment-related policies, procedures, rules, laws, and regulations; provides advice on personnel practices and interprets personnel policies; explains Township decisions on human resources-related matters; analyzes operational problems and develops solutions to meet Township and departmental goals; participates in the negotiation of collective bargaining unit agreements; writes procedures to implement policies; reviews hiring, discipline, and termination decisions for compliance with policies and procedures; and develops, coordinates, and conducts training programs.

The following is a representation of the preferred candidate qualifications: Bachelor’s degree in Human Resources, Business Administration, Public Administration or a related field; four years of progressively responsible experience in human resources management, preferably in government, and experience in employee benefits administration. Certification as a professional in Human Resources through HRCI, SHRM, or another closely aligned institution a plus.

A competitive Lower Paxton Township benefit package is available to all full-time employees beginning the first day of employment including medical, prescription, dental, vision and term life insurance; paid time off and holidays; pension plan and deferred compensation plan.

Interested persons should submit a Lower Paxton Township Application for Employment, available from https://www.lowerpaxton-pa.gov/Jobs.aspx or the Municipal Center, and resume, to Kay Lengle, Human Resource Manager, Lower Paxton Township, 425 Prince Street, Harrisburg, PA 17109, klengle@lowerpaxton-pa.gov by April 29, 2022. EOE