

CITY OF MILTON-FREEWATER

PO Box 6, Milton-Freewater, OR 97862 541-938-8233

POSITION ANNOUNCEMENT

Position: HUMAN RESOURCE OFFICER – Full Time

Salary: \$4,849.00 to \$5,946.00 monthly salary
\$5,091.00 to \$6,243.00 monthly salary (effective July 1, 2022)

Duties: Performs highly responsible administrative functions for the City Manager in the area of human resources. Maintains all personnel files and records in a confidential and highly organized manner. Assists employees with minor requests and inquires. Assists with the administration of worker's compensation insurance program. Administers most employee recruitment procedures and processes. Prepares and maintains a variety of human resource records and reports, including, but not limited to, state and federally required forms and reports. Oversees human resource and employee benefit programs, and drug and alcohol testing programs. Occasionally serves as an administrative aide to the City Manager, in the absence of the City Recorder. Does related work as required.

Qualifications: Considerable knowledge of human resource programs and laws, pertinent employment laws, regulations and standards including, but not limited to, Americans with Disabilities Act, Family Medical Leave Act, Bureau of Labor and Industries, etc. Ability to establish and maintain effective working relationships with other employees and general public, make decisions independently and act in accordance with established policy. Must have a high degree of organization and ability to prioritize tasks, issues and appointments. **Must be highly ethical and trustworthy, dependable, confidential and honest.** Ability to use tact, excellent judgement and courtesy in dealing with fellow employees, general public and other governmental agencies. Thorough knowledge of business English, spelling, punctuation and grammar. Working knowledge of word processing and other pertinent computer programs.

Experience and Training:

Minimum of five years progressively responsible experience in municipal organization performing related duties. AA or Bachelor's degree in related subject such as Human Resource Administration or Social Sciences is desirable. Any equivalent combination of experience, characteristics and training which ensures the ability to perform the work may substitute for the above.

Method of**Selection:**

Evaluation of candidate's background from application form. Those applicants who appear best qualified as determined by a screening committee may be interviewed. However, the City of Milton-Freewater reserves the right to not fill this position, reject all applicants, reopen the position or make a direct appointment. Applications received during this recruitment may be used to fill future vacancies at the City's discretion.

Application:

Applications may be obtained from the Human Resource Department, City Hall, 722 S. Main, Milton-Freewater, OR 97862, or on the City's website at www.mfcity.com under the Job Opportunities tab. **Applications must be received in the Human Resource Department of City Hall by July 8, 2022 by 11:00 a.m. to be considered, postmarks are not acceptable. If you are mailing your application, the mailing address is City of Milton-Freewater, PO Box 6, Milton-Freewater, Oregon 97862 sent to the attention of the Human Resource Department.** Disability accommodations made in the recruitment process upon request.

The City of Milton-Freewater is an Equal Opportunity Employer. We are dedicated to a policy of non-discrimination to employment on the basis of race, color, religion, gender, national origin, age, mental or physical disability.