



GEAUGA PARK DISTRICT

Position Description

POSITION TITLE: *HUMAN RESOURCES COORDINATOR*

Name:

Division/Department: Administration/Human Resources

Supervisor: Administrative Services Manager

FLSA Status: Non-Exempt

Employment Status: Full-Time
At-Will Employment

SUMMARY:

Under the supervision of the Administrative Services Manager, this position will perform human resources and administrative duties relating to the operation of the Park District. Responsible for leading Human Resources practices, procedures, and objectives that will provide an employee oriented, high performance culture that emphasizes empowerment, quality, productivity standards, goal attainment, employee recruitment, and ongoing development of the workplace.

POSITION REQUIREMENTS:

This position minimally requires the following:

EDUCATION AND/OR EXPERIENCE:

A Bachelor's Degree in Human Resources, Business Administration or related field; or an Associate Degree in Human Resources or a related field with at least one year of HR experience; or 3 years of work experience in a clerical/administrative support position with some Human Resources knowledge and experience preferred. Specialized training in employment law, compensation, organizational planning, organizational development, employee and labor relations, safety, SHRM Certification, and/or other HR related training a plus.

CERTIFICATES OR LICENSES:

Must possess a valid Ohio Driver's License and a good driving record. Must obtain and/or be able to maintain Park District approved first aid and CPR certifications. Must be willing to obtain Notary Public.

REQUIRED TRAINING:

All Geauga County Park District employees shall be required to complete and maintain all general mandatory training. These may include, but are not limited to, emergency communications, hazardous materials, personal protective equipment, and sexual harassment, violence in the workplace and fire prevention. First Aid, CPR & AED training required.

OTHER:

A Pre-employment Background Check and Drug Test are required. Must possess reliable transportation to and from the starting work location. Must be able to work irregular schedules.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists in Human Resources practices and objectives.
- Assists and advises Geauga Park District directors and managers about HR issues.
- Maintains high standards of confidentiality of all employment records and information.
- Assists with some payroll activities, employee PTO tracking and updating, and administration of HRIS software program by managing data, providing training, responding to user inquiries, resolving problems, and tracking and generating reports.

- Assists with job postings, recruiting, application intake, reference checks, interview process, verification of employment and other hiring practices.
- Develops and oversees new employee orientation, development and training.
- Maintains accurate personnel files and personnel actions.
- Assists with administering performance appraisal and compensation system including promotions, transfers, disciplines, demotions, appeals, grievances and terminations consistent with organizational policy and the law.
- Keeps track of personnel transactions such as hires, promotions, transfers, performance reviews, terminations and trainings attended.
- Maintains leave related items (FMLA, unemployment and other leaves)
- Plans and implements staff Wellness Day, Employee picnic, Turkey bowl and other staff events as assigned.
- Assists with the development of benefit orientations, open enrollment sessions and other benefit communication.
- Assists with the maintenance of the GPD employee handbook.
- Maintains staff job descriptions.
- Follows established record retention policies.
- Maintains partnership with outside organizations (United Way, etc.)
- Maintains positive attitude and cooperate with other staff.
- Perform other job-related duties, as assigned.

SUPERVISORY RESPONSIBILITIES:

This role has no supervisory duties, but may provide guidance to volunteers.

QUALIFICATION REQUIREMENTS:

To perform this job satisfactorily, the employee must be able to perform each essential duty satisfactorily. The requirements and duties listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made for individuals with disabilities.

COMPUTER / EQUIPMENT OPERATED & REQUIRED KNOWLEDGE:

May be required to use internet, email, word processing and other related software programs, i.e. Microsoft Office (including Word, Excel, PowerPoint, and Outlook), Adobe Acrobat, and Publisher. Ability to use software programs related to HRIS development. Computer, printer, copy machine, fax machine, telephone, PTT Phone, and other general office equipment.

ADDITIONAL INFORMATION:

This position requires the employee to safely operate a motor vehicle. This position requires the employee to drive to various sites related to the duties of the position as needed.

KNOWLEDGE:

- Knowledge of the Park District's mission and philosophy.
- Knowledge of federal, state, and local laws and regulations related to human resources, e.g., FLSA, FLMA, Worker's Compensation, OSHA, payroll, EEO, Affirmative Action. Knowledge of records management techniques, interviewing, evaluation methods and other related human resources activities.

SKILLS:

- Skilled in oral and written communications with staff and the public.
- Interviewing, evaluating, motivating, and training.
- Maintaining adherence to Park District policies and procedures, as well as relevant to County Commissioner's policies and procedures.
- Accurate personnel record keeping.
- Excellent Organizational Skills.

ABILITIES:

- Ability to follow written and oral instructions.
- Ability to handle and process information of a confidential nature and ensure information remains confidential.
- Ability to maintain multiple projects
- Ability to lead and develop employees.
- Ability to gather data, sort, collate, evaluate, interpret and draw conclusions. Ability to present information. Ability to provide accurate reports in a timely manner. Ability to develop and administer required programs. Ability to work effectively and cooperatively with the staff, the general public and public officials with confidentiality, diplomacy, courtesy and tact. Ability

to work under pressure and to meet deadlines.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In order to perform required physical duties of working at a computer to input data and produce printouts; answer the phone; type; write/post to printouts and forms; use calculator; file; retrieve items stored on shelves; retrieve mail from mail box; carry, move or lift supplies and materials; work with detailed documents and printed forms; The employee must be able to stand, walk, sit, talk or hear, use hands to finger, handle or feel, climb or balance, stoop, kneel, crouch or crawl and reach with hands and arms; may occasionally be required to lift up to 25 pounds; and is required to be able to use close vision and adjust visual focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

This employee works in an office environment.

POTENTIAL HAZARDS:

The employee may be exposed to chemicals routinely found in office environments, such as copier toner and correction fluid.

GENERAL EXPECTATIONS:

The employee must have a commitment and sensitivity to the needs of the Park District and its constituents, as well as possess and demonstrate an appreciation of Park District philosophy and objectives.

The employee is responsible to maintain confidentiality; to follow the chain of command; to work cooperatively and effectively with members of the public, other employees, related public agency staff, community businesses and service providers; to produce accurate and timely record keeping and reports as required by the position; may be responsible to drive motor vehicles with a valid Ohio Driver’s License as required by the position; and may be required to travel, within and/or beyond the county. Responsible to attend meetings, in services and training programs related to the position held. Responsible to obtain and/or maintain valid certification, licensure or registrations as required by the position to maintain employment. Demonstrates regular and predictable attendance.

AT-WILL EMPLOYMENT:

Geauga Park District (GPD) is an “at-will” employer. This means that GPD may terminate Employee’s employment at any time, with or without cause, and that Employee may terminate Employee’s employment at any time, with or without cause. GPD makes no promise that Employee’s employment will continue for a set period of time, nor is there any promise that it will be terminated only under particular circumstances. No raise or bonus, if any, shall alter Employee’s status as an “at-will” employee or create any implied contract of employment. Discussion of possible or potential benefits in future years is not an expression or implied promise of continued employment.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed. My signature below signifies that I have reviewed my position description and that I am aware of the contents and requirements of my position.

Employee’s Signature: _____

Date: _____

Supervisor’s Signature: _____

Date: _____

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AND SERVICE PROVIDER***