

John D. Ryan
Mayor
Renee N. Harding
Clerk and Collector



Trustees
Richard S. Dalzell
Monica M. Juarez
Christine L. McLawhorn
Christopher W. Murphy
Catalina Nava-Esparza
David A. Perretta

4/25/2022

EMPLOYMENT OPPORTUNITY – PART-TIME HUMAN RESOURCES MANAGER

The Village of Alsip is seeking an experienced, qualified, HR Manager in a part-time position, working 29-hours per week on site. Hours may be flexible at the discretion of the Village Mayor.

This exempt level part-time position is responsible for developing, administering and managing aspects of employment to include recruiting, leave of absences (to include FMLA), worker's compensation oversight, discipline, wages and compensation, benefit renewals, and training. The HR Manager will be well versed in municipal and government labor relations (to include collective bargaining), and all applicable federal and state laws. The HR Manager will exercise independent judgment and maintain a high level of confidentiality and discretion when required, as well as deal fairly and calmly with issues requiring conflict resolution. The position reports directly to the Village Mayor. Excellent oral and written communication skills and analytical skills are essential. Position description available upon request. All employees not represented by a collective bargaining agreement must live within 25 miles of Alsip in Illinois.

Qualifications:

Graduation from an accredited college or university with a Bachelor's Degree in public administration, business administration, personnel administration or Human Resource Management or a related field required. A minimum of 5 years of responsible human resources experience providing the desired knowledge, skills and abilities is required. IPMA-Certified Professional or SHRM-PHR or CP certification preferred.

Salary & Benefits: The salary is DOQ. The part-time position will qualify for IMRF benefits.

Interested applicants should submit a completed application (available on our website) to:

Village of Alsip

Attn: Administrative Assistant Becky Smith 4500 W 123rd St, Alsip, IL, 60803

Or email to: bsmith@villageofalsip.org

Equal Opportunity Employer:

The Village of Alsip provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.