

HUMAN RESOURCES GENERALIST

City of Tipp City, Ohio

The City of Tipp City, Ohio, seeks a qualified applicants for the Human Resource Generalist position. Under the direction of the City Manager, assists the manager with employee relations; training and organizational development; assists with the hiring process and employee orientation. Prepares and maintains personnel policies as needed to comply with state and federal labor laws; data and research for use in study of various City functions when requested (e.g., insurances, risk management, labor relations, human resource administration, etc.) Bachelor degree in Human Resource Management from an accredited college or university, or related field with a minimum of 3 to 5 years' experience in Human Resources Administration, or equivalent; ability to communicate effectively and apply knowledge and experience to practical work situations. Knowledge of State of Ohio and Federal bargaining laws and procedures. Excellent oral & written communication skills a must. Certification as a Professional in Human Resource (PHR), Senior Professional in Human Resources (SPHR) or Certified Labor Relations Professional (CLRP) a plus. This position will also cover for the Clerk of Council when needed. Valid Ohio driver's license required at appointment or within six months. Salary dependent on experience and qualifications. Submit resume with cover letter & salary history to Tim Eggleston, City Manager, 260 S. Garber Drive, Tipp City, OH 45371 or email batesj@tippcity.net, until Friday, June 19th at 4:00 pm. Tipp City is an Equal Opportunity Employer.

Revised 5/26/2015