

HUMAN RESOURCES GENERALIST

City of Tipp City, Ohio

The City of Tipp City, Ohio, seeks qualified applicants for the Human Resources Generalist position. Under the direction of the City Manager, this position will assist the manager with employee relations including training and organizational development; assist with the hiring process and employee orientations. Prepare and maintain 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 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 is 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 necessary. Salary: \$1,869.06 – \$2,425.33 biweekly depending on qualifications. Submit resume, cover letter & salary history to Tim Eggleston, City Manager, Tipp City Government Center, 260 S. Garber Drive, Tipp City, OH 45371. Deadline to submit resumes is September 18, 2015 at 4:00 pm. For additional information, go to www.tippcityohio.gov. EOE.