



**POSITION TITLE: HUMAN RESOURCES MANAGER**  
**REPORTS TO: HUMAN RESOURCES DIRECTOR**  
**OPENING DATE: 06/01/2026      CLOSING DATE: OPEN UNTIL FILLED**  
**SALARY: DOQ      FLSA STATUS: EXEMPT**  
**EMPLOYMENT TYPE: FULL TIME**  
**DFWP/ EOE**

## **Position Summary**

The Human Resources Manager performs professional and administrative human resources work in support of the Human Resources Director and is responsible for the day-to-day administration of a broad range of human resources functions. The position serves as a generalist and assists with recruitment, employee relations, benefits administration, leave management, performance management, policy administration, training, records management, and compliance activities. The Human Resources Manager provides guidance to employees and supervisors while helping ensure consistent application of personnel policies and procedures.

## **Essential Duties and Responsibilities**

- Assists in the administration of the City's human resources programs, policies, and procedures.
- Coordinates recruitment activities, including job postings, applicant tracking, interview scheduling, pre-employment screenings, and onboarding.
- Conducts new employee orientations and assists with employee onboarding and offboarding processes.
- Administers employee benefits programs and serves as a point of contact for employee questions regarding benefits and leave programs.
- Coordinates leave administration, including Family and Medical Leave Act (FMLA), military leave, workers' compensation leave, and other applicable leave programs.
- Provides guidance to employees and supervisors regarding personnel policies, procedures, and workplace issues.
- Assists in resolving employee relations matters and conducts preliminary fact-finding and workplace investigations as assigned by the Human Resources Director.
- Supports performance management processes, including evaluations, performance improvement plans, and employee development initiatives.
- Maintains personnel files, records, and HR databases, ensuring accuracy, confidentiality, and compliance with record retention requirements.
- Assists with the preparation and updating of job descriptions, organizational charts, personnel policies, and employee handbook materials.
- Monitors compliance with federal, state, and local employment laws and regulations.
- Coordinates employee training, professional development, and wellness programs.
- Assists with workers' compensation claims administration, unemployment claims, and related documentation.
- Compiles and prepares reports, spreadsheets, and other HR-related records and statistics.

- Assists with special projects, employee engagement initiatives, and organizational development efforts when required.
- Responds to employee inquiries and provides customer service to internal and external stakeholders.
- Completes public records requests as needed.
- Performs other related duties as assigned.

## **Knowledge, Skills, and Abilities**

- Knowledge of principles and practices of human resources administration.
- Working knowledge of employment laws and regulations, including FLSA, FMLA, ADA, EEO, and related personnel requirements.
- Knowledge of recruitment, employee relations, benefits administration, and leave management practices.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Ability to interpret and apply policies, procedures, and regulations.
- Strong organizational skills with the ability to manage multiple priorities and deadlines.
- Excellent interpersonal, customer service, and communication skills.
- Ability to establish and maintain effective working relationships with employees, supervisors, department directors, and the public.
- Proficiency in Microsoft Office applications and human resources information systems.

## **Minimum Qualifications**

- Bachelor's degree in Human Resources, Business Administration, Public Administration, Organizational Management, or a related field.
- Three (3) to five (5) years of progressively responsible human resources experience performing a variety of HR generalist functions.
- Equivalent combinations of education, training, and experience may be considered.
- Valid Florida Driver License.

## **Preferred Qualifications**

- Human resources experience in a municipal or public-sector environment.
- Professional certification such as SHRM-CP, SHRM-SCP, PHR, or IPMA-HR.

## **Physical Requirements**

- Ability to perform work in a standard office environment.
- Ability to sit, stand, walk, bend, and use standard office equipment.
- Ability to occasionally lift and carry up to 10 pounds.

## **Equal Employment Opportunity**

The City is an Equal Opportunity Employer and Drug-Free Workplace. Employment is contingent upon successful completion of applicable pre-employment screenings, including background investigations and drug testing where applicable.