

Personnel Director

Full Time

\$27.60 - \$35.98/hour

The City of Groveport is seeking a full time Personnel Director in our Administrative Department.

This position recommends changes to policy, hiring, discipline, has access to personnel files; serves on Municipality labor team; administers and /or coordinates civil service tests; assists the Administrator/Mayor and/or Law Director with administering discipline in a consistent manner.

Administers new hire orientation program, maintains and administers system to keep employment related records on employees and track and ensure all relevant records have been obtained and are kept current. Updates personnel policies; coordinates exit interviews and separation pay; monitors employee benefits; coordinates insurance programs; participates in disciplinary hearings.

QUALIFICATIONS: Completion of secondary education or equivalent; associate degree, bachelor's degree in Human Resources/Business or a related field preferred; at least four (4) year experience in personnel; or any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS: Notary Public; must possess a valid Ohio driver's license and maintain insurability under the Municipality's vehicle insurance policy. SHRM certification preferred.

**Deadline to submit resume is
Friday, December 30, 2016.**

Submit resumes to:
Brenda Lovell, City of Groveport,
655 Blacklick St. Groveport, OH 43125 Or
blovell@groveport.org
NO PHONE CALLS, PLEASE