

Personnel Supervisor

Town of Hamburg
Status Full Time 40 hours per week
Salary: \$85,000-\$95,000 annually



Reports to:
Supervisor

DISTINGUISHING FEATURES OF THE CLASS:

The work involves directing and supervising the Personnel Department at the Town of Hamburg. It involves supervising regular program operations, including interviewing, processing personnel transactions, payroll preparation, personnel budget control, maintenance of records and preparation of reports.

TYPICAL WORK ACTIVITIES:

Supervises and develops such personnel activities as training and staff development, placement and staff control, merit rating, employee relations and services;
Confers with the department head on progress of program, complex problems, recommendations on revision and development of program and personnel reports;
Plans and implements a personnel program, within basic administrative policies to guide a jurisdiction in the effective utilization and motivation of personnel;
Provides an advisory service to management and supervisory staff, on such matters as staffing needs, morale building, personnel policies, turnover, handling of personnel problems and other personnel matters;
Supervises and actively participates in the application of personnel policies and rules to ensure conformance and uniform treatment. Acts on cases of abuse or violation and recommends remedial action;
Acts as liaison and work cooperatively with the County Personnel Office in applying personnel and Civil Service Rules, maintenance of classification and salary plans, and other general programs;
Interviews referred employees for adjustment of complaints, disciplinary actions, grievances, makes investigations and prepares recommendations on appropriate course of action;
Attends departmental meetings to coordinate and integrate personnel program with other activities;
Coordinates work with other divisions of department and outside agencies, complies annual personnel budget, prepares reports on the administrative control of the program and keeps abreast of latest developments in personnel field.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of personnel practices; thorough knowledge of the organization and operation of training and staff development; working knowledge of municipal administration;

ability to promote, plan and organize Civil Service Law; ability to express oneself clearly and concisely both orally and in writing; ability to plan and supervise the work of others; administrative ability; sound professional judgment; ability to work well with the public and with groups of all ages; initiative; tact; resourcefulness; industry; dependability; physical condition to commensurate with the demand of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or N.Y. State registered four (4) year college or university, and four (4) years of personnel management experience involving responsibility for the supervision of a generalized personnel program in one or more of the following areas: recruitment and placement, employee relations; training job evaluation; or salary administration

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Additional Information:

This appointment is provisional until the Civil Service Exam is given. You must score within the top 3 candidates of Erie County residents who take the exam, or within the top 3 candidates of the Town of Hamburg residents who take the exam if you live within the Town of Hamburg. Must reside within Erie County.

Interested candidates should complete the Civil Service application on the Town's Personnel page "Employment Application" and submit it to the below address with a resume and three references.

All submissions must be mailed or hand delivered to the Personnel Office (address below).

Town of Hamburg-Personnel Department
Attn: Tara Rinaldi
6100 South Park Avenue
Hamburg, NY 14075