Human Resources Professional

**Funding**: Spread across funds, per Cost Allocation Plan

**Salary:** part time, permanent, est. 20 hours/week @ $50/hour

**Report to:** Jointly to the Clerk, Supervisor, and Treasurer

**Supervises:** None.

# Definition

Under general administrative direction of the Board of Trustees, develop, coordinate, and execute policies and procedures to support the Township’s human resources. Provide holistic and objective support to all Township staff, supervisors, recruits, retirees, and volunteers.

# Duties

TBD by Human Resources consultant Diane Benson who shall deliver a complete job description and support recruitment of the individual.

General Areas of Duties

1. Classification and Staffing Structure
2. Employment Law and Regulations
3. Performance Management
4. Learning and Development
5. Compensation
6. Recruitment and Retention (of staff and volunteers)
7. Staff a Township Compensation Commission and a Board Personnel Committee

# Knowledge Skills and Abilities

TBD

Software: MS Office Suite.

# Experience and Training

TBD