



OPPORTUNITY WITHIN THE CITY OF LA MARQUE

POSITION AVAILABLE: HUMAN RESOURCE COORDINATOR

GENERAL DESCRIPTION:	<p>General Summary Coordinates employment and employee relations, health and welfare, compensation, cultural change and organizational training and development programs consistent with the long-term goals of the City of La Marque, Texas</p> <p>Essential Job Functions: (must be completed with or without accommodations)</p> <ul style="list-style-type: none">• Adhere to all City policies and procedures as outlined in the Employee Handbook, in particular:<ul style="list-style-type: none">○ Attendance Policy○ All Safety Policies and Procedures○ Appropriate business attire for office personnel and proper uniform attire for those departments that are so designated (Police, Fire, and Public Works Departments)• Prepares HR Annual Budget;• Prepares Monthly and Annual Report;• Plans and Implements Employee Appreciation Programs;• Maintains employee database;• Implements all Payroll Maintenance;• Oversees Workers' Compensation Program following State law;• Schedules training programs on regular basis (FMLA, Customer Service, Workers' Compensation, Evaluation Preparation, ; Ethics, etc.);• Coordinates Employee Assistance Program (EAP);• Coordinates the development and implementation of human resources goals, plans, policies, procedures and practices necessary to provide cost effective programs in all Human Resources functional areas;• Leads strategic planning and program development required to support current and future City Human Resource requirements;• Assures that resources are identified, selected, developed and effectively directed to support current and future needs;• Coordinates the creation and implementation of programs to develop and train management personnel and human resources staff;• Provides a broad range of consulting services to senior management;• Serves as the first line of contact for information regarding Human Resources Policies and Procedures and Health and Welfare Plans;• Coordinates staff efforts in providing employment, employee relations, health and welfare and compensation programs;• Attempts to recruit a diversified employee population. <p>Other Responsibilities</p> <ul style="list-style-type: none">• Maintains current professional knowledge of trends, legislation, and value changes that impact organizational and Human Resources issues;• Works in conjunction with operating and functional management teams to provide a positive employee relations climate throughout the City of La Marque, Texas;• Contributes to senior management planning and decision-making on general management and Human Resources issues; and• Performs other duties as assigned.• Checklist on all new hires; and
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	<ul style="list-style-type: none"> • Audit each personnel file for required documents prior to auditors visit; • Enhance/improve new employee orientation program
MINIMUM TRAINING/EXPERIENCE:	<p>Education / Experience Requirements:</p> <ul style="list-style-type: none"> • Municipal HR experience (highly preferred); • Bachelors Degree from an accredited university or college in Human Resources, general business or related field (work experience may be substituted for educational requirement); • 2 years of diversified and progressively responsible human resources experience, including 1 year general municipal experience highly preferred <p>Skills and Character Traits</p> <ul style="list-style-type: none"> • Articulates with excellent interpersonal, problem solving, decision making and communication skills; • Promotes and supports honest and ethical behavior among employees; and, • Promotes a customer-oriented Human Resources philosophy. •
SALARY:	50,000k-55,000k
DEADLINE:	Open Until Filled

An application must be completed and may be obtained on the City's website at www.cityoflamarque.org Go to the "Employment" tab to print an Employment Application. Employment Applications may be hand delivered or mailed to the City of La Marque City Hall at the address listed below. The City of La Marque is an Equal Opportunity Employer (EOE).

City of La Marque
1111 Bayou Road
La Marque, Texas 77568

See Job Description attached