

PORT OF PALM BEACH DISTRICT

Job Announcement

Manager, Human Resources and Payroll

Starting Salary: \$45,000

Closing Date: Open Until Filled

GENERAL DESCRIPTION:

This is a high level professional and administrative position responsible for the administration of human resource and payroll functions for the Port of Palm Beach District. The manager performs a variety of complex administrative duties and reports directly to the Chief Financial Officer.

ESSENTIAL JOB FUNCTIONS:

The major areas of responsibility regarding Human Resources and payroll are:

- recruiting and staffing;
- performance management and improvement systems;
- employment and compliance to polices;
- employee orientation, development, and training;
- policy development and documentation;
- employee relations;
- labor – management relations;
- labor negotiations
- compensation administration;
- compliance with state and federal reporting requirements;
- benefit administration;
- liaison between benefit providers and staff;
- employee safety, welfare, wellness and health;
- charitable giving;
- employee services and counseling

MINIMUM QUALIFICATIONS:

Knowledge, Abilities and Skills:

- Requires excellent written and oral communication skills.
- Ability to work independently, prioritize work load, and maintain a willingness to take on responsibilities and challenges.
- Ability to be adaptable and multi-task several projects at the same time.
- Knowledge of general budget preparation/projection procedures and practices.
- Knowledge of general accounting principles.
- Knowledge of operating personal computers and ability to use a variety of office software applications, including browsers, word processing, database, spreadsheet, and/or presentation applications.
- Ability to evaluate data/information and make decisions in accordance with established policies, procedures, and guidelines.

MINIMUM QUALIFICATIONS:

(continued)

- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural groups regardless of race, religion, age, gender, ethnicity, disability, sexual orientation, marital status or political affiliation.

Education and Experience:

Bachelor's degree with major in Public Administration, Human Resources, or a related field; including two years of supervisory experience. Government experience & knowledge of MS Dynamics GP would be an asset.

Licenses, Certifications or Registrations

None

Physical Requirements/Working Conditions:

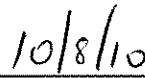
Some lifting of records, office equipment, furniture, or boxes up to 30 pounds on an occasional basis. Primary working conditions are typical of an indoor/office environment.

To Apply:

Resumes should be sent to humanresources@portofpalmbeach.com The Port of Palm Beach District is an Equal Opportunity Employer. Employment will be subject to successful completion of background checks and drug/alcohol screening. All job applications are subject to public records requests in accordance with the Florida Statutes.



Manuel Almira, Executive Director



Date