

Town of East Greenbush

JOB ANNOUNCEMENT

The Town of East Greenbush is currently seeking applications to fill the position of Human Resources Manager.

MINIMUM REQUIREMENTS:

Applicant must reside within the Town of East Greenbush. Four year degree or equivalent work experience preferred. A candidate should possess excellent oral and written communication skills. As well as the ability to work with a diverse population and to communicate in a clear and concise manor.

MINIMUM REQUIREMENTS:

The Human Resources Manager is in charge of payroll, employees, benefits and the Town of East Greenbush's Civil Service functions, administering the terms of the Town Employee Handbook; keeping current personnel files on all Town employees. The Human Resources Manager is responsible for the analysis of existing and operational benefits program and makes recommendations to the Director of Finance and Town Council for improvements.

TYPICAL WORK ACTIVITIES:

Administer the employee's benefits program for Union and non-union employees;
Administer the Town of East Greenbush's Civil Service function in relation to Rensselaer County's Civil Service Commission;
Maintains employee records, for Civil Service and Human Resources;
Develops options for employee's benefits and retirement programs;
Recommends appropriate changes to existing contracts and benefit programs to the Town Board;
Administer the Town's payroll input and reporting needs;
Administer the Town's New York State Retirement System applications, reports and benefits for part time and full time employees;
Review timesheets and accrual reports for accuracy.

FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:

Applicant should have a thorough knowledge of principles and practices of computerized payroll processing and data-based record keeping; thorough knowledge of the NYS Civil Service laws; familiarity with mainframe and PC-based network, database, word processing and spreadsheet applications; ability to understand and carry out oral and written directions; numeric capability; high degree of accuracy; strong word-processing skills; ability to draft written communications; ability to establish and maintain effective working relationships with others; excellent organizational and time-management skills. Thorough knowledge of Federal and State labor laws and regulations. Thorough knowledge of the New York State Retirement System and benefits.

All applications must be submitted to the Supervisor's Office no later than Friday, July 15, 2016 email applications and resumes to LObrien@eastgreenbush.org

Contact information:

Contact Name: Lisa O'Brien
Email: LObrien@eastgreenbush.org
Phone: 518-477-4775
Fax: 518-477-2386
Address: 225 Columbia Turnpike, Rensselaer, NY 12144