



DIRECTOR OF HUMAN RESOURCES (FT)

Upper Merion Township, located in King of Prussia, PA is looking for a highly motivated **Director of Human Resources** who will report directly to the Township Manager. The work of the HR Director will involve establishing employer/employee relations policies, directing the selection, training and evaluation of employees, administering benefits and safety programs, developing wage and salary schedules, coordinating collective bargaining activities, advising on labor contract administration, administering the employee assistance program and random drug and alcohol testing program; as well as ensuring compliance with Federal, State and Township personnel law, regulations, policies, procedures and mandates.

The **Director of Human Resources** will be responsible for (including, but not limited to):

- Advising the Township Manager on required human resources policies, procedures and federal, state and local laws, as needed.
- Developing, recommending and directing all activities of the municipal personnel program pertaining to employee recruitment, selection and placement; compensation and benefits; pay-for-performance based employee evaluation, employee relations and discipline; grievance resolution, recordkeeping and research, and coordinate pre-employment background investigations.
- Acting as liaison between the Township Manager and employees on personnel and employee related matters;
- Serving as staff liaison to the Pension Advisory/Health and Welfare Board of Trustees and attend meetings;
- Revising and maintaining the Employee Handbook as needed;
- Developing and coordinating programs to promote employee participation and morale, including service awards and employee recognition programs;
- Administering benefits including the police defined benefit retirement plan, civilian contribution retirement plan (401a), police deferred retirement option plan; medical, vision, RX, and dental insurance plans, life insurance, disability insurance, and other optional benefits including 457 deferred compensation plan, retirement health savings plan, and supplemental insurances;
- Serving as the Chairperson of Upper Merion Township's Workplace Safety Committee, and manage all workers' compensation claims;
- Other duties as assigned.

Minimum Qualifications:

- Bachelor's Degree in Human Resources, Public Administration, Business or related field from an accredited College or University; Master's Degree preferred;
- Five (5) years or more of experience in human resources administration, preferably in the public sector.
- PHR/SPHR or SHRM-CP/SHRM-SCP certification is highly desirable.
- Must be proficient in operating PCs/computer tablets, laptops, printers, Microsoft Office (Word, PowerPoint, Excel, Outlook, and Publisher).

How to Apply:

- For immediate consideration, applicants should complete an employment application by visiting <http://www.umtownship.org/index.aspx?nid=909> and submit the **full job application, resume and cover letter with salary requirements** via email to: rpfeiffer@umtownship.org no later than the **close of business on Friday, March 10, 2017.**

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