



HUMAN RESOURCES MANAGER

DEPARTMENT OF FINANCE & ADMINISTRATIVE SERVICES

City of Bell Gardens

Bell Gardens, California

Salary: \$121,644 - \$147,852 Annually

Excellent Fringe Benefits | 4/10 Work Schedule

The City is seeking its next Human Resources Manager to join the City of Bell Gardens team. This position is part of the City's management team and is responsible for all programs, functions and services of the Human Resources Division. The next manager should be a self starter, a dynamic leader and well versed in public sector Human Resources with a knack for handling the day-to-day challenges of a busy HR office. Working with a dynamic team, this position is a unique opportunity for someone not afraid to roll up their sleeves and share their expertise! The division is part of the Finance and Administrative Services Department and the Human Resources Manager reports directly to the Director of Finance & Administrative Services. Public sector experience is preferred. The Human Resources Manager plans, develops, administers, and supervises the programs, services, and staff of the Human Resources Division, including recruitment and selection, classification and compensation, employee relations, labor relations, equal employment opportunity, performance evaluations, employee training, risk management such as employee safety, workers compensation, and general liability.

MINIMUM QUALIFICATIONS Any combination of education, training and experience that has provided the knowledge, skills and abilities necessary for successful job performance. A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education: A Bachelor's degree from an accredited college or university with major coursework in human resources management, public administration or a related field. A Master's Degree is highly desirable. **Experience:** Five (5) years of progressively responsible human resources and risk management experience preferably in the public sector, including two (2) years of supervisory experience. **Licenses / Certificates:** Valid California driver's license is required and must be maintained during the term of employment with the City.

The City of Bell Gardens is an Equal Opportunity Employer. This recruitment is open until filled with first review of applications on August 21, 2023. It is recommended that interested candidates apply immediately as this recruitment may close at anytime. Apply online at: www.bellgardens.org/jobs