Oak Park Township
JOB DESCRIPTION

TITLE: Office Manager/HR Specialist       GRADE/FLSA: 14/Exempt
DEPARTMENT: General Government         DIVISION: Town
REPORTS TO: Township Manager           DATE: 02/2020

Job Summary

A member of the Township Administration Team, the Office Manager/Human Resource Specialist is responsible for coordinating and overseeing administrative tasks and supporting the effective and efficient operation of the organization’s human resource function.

Essential Job Functions

- Responsible for timely management of a variety of projects to ensure that the Township offices operate smoothly, efficiently and consistently across various departments
- Provides administrative support to the Town Board, Township Supervisor and Township Manager
- Coordinates outside contractors and vendors providing services for the Township and submits invoices for payment
- Responsible for general management of Township facilities, buildings and grounds
- Maintains accurate and up-to-date human resource files, records, and documentation
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc. and refers more complex questions to the Township Manager
- Assists with the various stages of the employee lifecycle, including recruiting, on-boarding new employees, training and development of current employees and termination processes
- Works with the Township’s Human Resources Information Systems (HRIS), inputting and updating data as needed
- Serves on a variety of employee committees for risk management, employee engagement and professional development
- Coordinates special employee and volunteer events such as organization-wide meetings and trainings, employee recognition events, holiday parties, and retirement celebrations
- Prepares and reviews a variety of reports, letters, and statistical charts; composes correspondence related to assigned responsibilities; conducts research and compiles data for special projects and other reports.
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- Maintains Medical Lending Pool inventory and coordinates lending of all medical equipment.
- Serves as deputy voter registrar and notary public
- Performs other duties as assigned

Material and Equipment

- Miscellaneous office equipment; i.e. - personal computer, fax, phone, calculator, copier, etc.
- Filing system
- Human Resources Information System (HRIS)

Minimum Qualifications

Education and Experience:

- Associate's degree in business administration, communications, or a related field
- 2-5 years of work experience in an administrative/office management role

License(s) and Certification(s):

- None required

The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills, and abilities to perform this job, may be considered.

Knowledge, Skills and Abilities

Knowledge of:

- Project management principles
- Human Resource functions and best practices
- Public sector services

Skill In:

- Communication
- Organization
- Attention to details
- Using email, Microsoft Office Suite and related business and communication tools
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Ability to:

- Interpret and follow instructions
- Organize and plan
- Perform project management tasks within prescribed deadlines
- Work with diverse groups of colleagues, clients, and audiences
- Manage sensitive and confidential situations with tact, professionalism, and diplomacy
- Work independently to prioritize tasks, predict outcomes, and present solutions
- Effectively use human resource information systems (HRIS), and similar computer applications

Physical Abilities:

- Sit, type, read, write, hear and speak for extended periods
- Attend meetings outside of Township offices
- Lift up to 15 pounds

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.