



## CITY OF BEACON

One Municipal Plaza  
Beacon, New York 12508  
(845) 838-5010 – Office  
[www.beaconny.gov](http://www.beaconny.gov)

### **EMPLOYMENT OPPORTUNITY:**

### **DIRECTOR OF HUMAN RESOURCES**

**SALARY: \$85,000-\$90,000**

The City of Beacon, NY is recruiting for the full-time position of **Director of Human Resources**. Candidates should submit by a cover letter and resume to Benjamin Swanson, Secretary to City Mayor, at [bswanson@beaconny.gov](mailto:bswanson@beaconny.gov) by 4:00 p.m. on February 10, 2022. The position is anticipated to begin early March, but the start date can be flexible.

The City of Beacon is a small, diverse city (population 14,000 residents) located on the Hudson River sixty miles north of New York City. With more than 120 employees and an annual combined budget of more than \$32 million, Beacon is managed by a part-time Mayor and full-time City Administrator and governed by a seven-member City Council. The Administration and department heads value the City's collaborative, professional, and supportive work environment and are committed to providing outstanding public service.

The Director of Human Resources was previously a part-time position and is now being upgraded to a full-time position. The position is salaried and managerial but based upon a Monday to Friday, forty (40) hour work week with occasional evening meetings. The Director of Human Resources serves as a critical executive position in the administration who works directly with the Mayor, City Administrator, and City staff to support the operations of City Departments. The position is provisional and subject to a Civil Service exam.

The Director performs a range of duties, including: maintaining employee personnel records, administering employee benefits programs, supporting labor relations, recruiting and onboarding new employees, scheduling and managing annual employee trainings, developing and implementing workforce policies and procedures, and advising department heads on personnel and Civil Service matters. The work is performed under the general direction of the Mayor and City Administrator and in close coordination with other department heads.

### **Primary Responsibilities Include:**

- Coordinates with Workers Compensation on employee claims;
- Manages and ensures compliance with New York State Civil Service Law and other applicable federal, state, and local laws, rules and regulations;
- Assists in maintaining productive and cooperative labor relations with the City's three bargaining units in coordination with the City Administrator;
- Establishes and coordinates employee performance appraisal process;
- Prepares and maintains personnel manual;
- Works with department heads on disciplinary matters;

- Recommends and implements safety/policy initiatives, health and other employee insurance benefits;
- Ensures Equal Employment Opportunity compliance and manages diversity initiatives.

**Minimum Qualifications:**

- EITHER: (A) Master's degree in Business Administration, Public Administration, or a related field and at least two (2) years of full-time technical experience in public personnel administration;
- OR: (B) Bachelor's degree and three (3) years of full-time technical experience in public personnel administration;
- OR: (C) Graduation from high school or possession of a high school equivalency and seven (7) years of full-time technical experience in public personnel administration;
- OR: (D) An equivalent combination of education, training and experience between the limits of (A), and (C) above.

**Preferred Qualifications:**

- Proficiency with office technology and software, including Microsoft Word, Adobe, Excel, WordPress, Zoom, and PowerPoint
- Ability to work independently on projects, prioritize tasks, and manage deadlines
- Excellent written and verbal communications
- Demonstrated interpersonal skills and ability to effectively work with a diverse community and staff in a team-oriented environment

**Salary and Benefits:**

- Salary will be commensurate with candidate experience (starting \$85,000 - \$90,000).
- Benefits offered include healthcare, dental, vision, and life insurance
- Retirement benefits provided through the New York State and Local Retirement System
- Employees eligible for participation in the New York State Deferred Compensation Plan
- Generous vacation leave, personal time, sick leave, holiday pay, and holidays

*The successful candidate must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the City Administrator.*

*The City of Beacon is an Equal Opportunity Employer. It is the policy of the City of Beacon not to discriminate against qualified applicants or employees on the basis of actual or perceived race, religion, color, gender, gender identity, sexual orientation, ethnicity or national origin, uniformed service member status, marital or family status, age, and physical or mental disability.*