



CITY OF BEACON EMPLOYMENT OPPORTUNITY: DIRECTOR OF HUMAN RESOURCES

The City of Beacon (Dutchess County, NY) is recruiting for a full-time **Director of Human Resources**. The Director of Human Resources plays a critical role in supporting and working directly under the City Administrator and with the Mayor, Department Heads, employees and retirees. The position is appointed by the Mayor, subject to City Council approval.

This is highly responsible position involved in overseeing the operations of a Human Resources department. The incumbent supervises and performs a variety of Human Resources related activities, including the maintenance of employee personnel records, administering employee benefits programs, risk management, labor relations, recruiting and onboarding, employee training, develops and implements policies and procedures, budget, and advises department heads on personnel and civil service matters. Position directly assists the Mayor and City Administrator in formulating operational policies and goals for the City. The work is performed under the general direction of the Mayor or City Administrator with a wide latitude for independent judgement. Supervision may be exercised over paraprofessional and/or support staff. Assignments outside of normal working hours may be given.

Primary Responsibilities Include:

- Administers all employee benefits programs, including health insurance, accrual time, and retirement benefits;
- Administers workers compensation, 207a and 207c Claims;
- Administers and tracks all mandatory employee training, such as sexual harassment and workplace violence;
- Oversees payroll process and/or reviews payroll for accuracy;
- Oversees the hiring and onboarding of staff;
- Oversees and ensures compliance with New York State Civil Service Law and other applicable federal, state, and local laws, rules and regulations, as well as internal policies and procedures;
- Oversees and assists negotiations with City bargaining units;
- Establishes and coordinates employee performance appraisal process;
- Prepares and maintains personnel manual;
- Advises department heads and employees on employee relations and civil service matters;
- Responsible for all aspects of personnel management for the City including hiring, coaching, discipline resolution, and the maintenance and oversight of all employee records;
- Prepares a variety of reports, Department budget, etc.;
- Recommend and implement safety/policy initiatives, health and other employee insurance benefits;
- May be responsible for Equal Employment Opportunity compliance and diversity initiatives, and recruitment.

Minimum Qualifications:

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

NOTE: Personnel Administration includes activities in areas such as classification and salary administration, recruitment, selection, placement of staff and labor relations. Experience limited primarily to health insurance related activities is generally excluded.

Preferred Qualifications:

- Knowledge of federal, state, and local legislative, regulatory compliance, and applicable to the areas of human resource management.
- Expertise in strategic HR planning, policy development and analysis, management techniques and principles.
- Experience in a municipal environment as related to budgeting and public management.
- Planning, directing, and administering human resources programs and systems.
- Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to establish and maintain effective working relationships with employees, labor unions, and elected officials; ability to work with teams.
- Skill in effective, clear and persuasive oral and written communications to individuals and carrying out complex assignments independently and making decisions based on established law, policies, and procedures.
- Ability to provide leadership, counsel, motivation, and constructive performance reviews to assigned staff.

Salary and Benefits:

- Salary range is \$110,000-\$125,000; commensurate with experience.
- Benefits offered include medical, dental, vision, HRA, FSA, Short-term disability, Deferred Compensation Plan, Voluntary and ADD life insurance.
- Retirement provided through the New York State Local Retirement System.
- Generous vacation, personal, sick accruals, and sixteen paid holidays.
- Sick time bonus and buy-back program.

Where to Apply:

Candidates should submit a letter of interest and resume by August 7, 2026 to:

HR@BeaconNY.gov

City of Beacon Human Resources
One Municipal Plaza
Beacon, NY 12508

About the City of Beacon:

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 \$37 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. To learn more about the City of Beacon, please visit www.BeaconNY.gov.

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the City of Beacon Human Resources Department. The City of Beacon does not discriminate in its employment or any other programs or activities on the basis of sex, race, color, age, marital status, national origin, religion, disability, familial status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability, if requested.

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