

**TOWN OF DILLON  
HUMAN RESOURCES COORDINATOR/  
ADMINISTRATIVE ASSISTANT**

REPORTS TO: Finance Director

Job Overview: Provides a variety of routine and complex clerical, administrative and professional human resources functions in the administration of the town government. Ability to establish and maintain effective working relationships with employees, supervisors, and other departments, officials and the public.

Duties and Responsibilities:

*Human Resources Duties and Responsibilities*

- Creates and maintains all personnel files ensuring accuracy, completeness and compliance with Town and governmental policies. Conducts annual I-9 audit and file retention.
- Assists departments with recruitment of personnel, development of job descriptions, process employment applications, oversees background checks, coordinates onboarding process and new hire orientation.
- Responsible for payroll data entry processing.
- Responsible for benefits administration and communication with employees including workers compensation, health insurance, unemployment and payroll taxes.
- Responsible for development and administration of performance evaluation process.
- Administers well-being program and chairs benefit/well-being committee.
- Schedules and prepares for quarterly staff meetings.
- Assist with training programs as needed.
- Responds to general Human Resources related inquiries and complaints.
- Responsible for revisions and compliance of personnel handbook and guidelines.

*Administrative Assistant Duties and Responsibilities*

- Providing customer service to citizens, guests, town staff, Mayor, and public officials.
- Responsible for Town Hall front desk reception needs.

- Administers front office duties including maintaining office equipment, ordering supplies, collecting and distributing mail, scheduling meetings, and filing.
- Responsible for facility reservations including but not limited to: Town Hall, Town Park and Marina Park.
- Assists Public Works and Marketing/Events departments with administrative support as needed.
- Cross training and back-up to other administrative positions, as appropriate.
- All other duties as assigned.

Work Environment/Physical Activities: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in an indoor office environment with exposure to periods of high activity, frequent interruptions, periods of noise and high degree of public contact.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, feel or operate objects; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Equipment Used: Telephone switchboard, personal computer, MS Office word processing and spreadsheet software, accounting software, printer, typewriter, 10-key calculator, fax machine, copy machine, postage machine, tape recorder, and motor vehicle.

Supervision Exercised: None.

Qualifications: Two or more years of administrative experience and/or human resource experience. Works responsibly and independently; ability to communicate effectively verbally and in writing; and skills in operation of listed equipment. Bachelor's degree in human resources, business or public administration preferred. Bookkeeping skills and working experience in local government a plus.

Selection Guidelines: Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude

them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FLSA Status: Non-Exempt.