09/09/2016 Job Announcement:

The Village of Sauk Village, Illinois is seeking a seasoned part time Human Resources Manager(Exempt Position) to manage its labor needs. The applicant must have a BS degree in Human Resources and or a BS degree in other disciplines relating to the position description in the job duties listed below, and or, 15 years of experience working in the human resource field

Applicants should submit their resumes and identify work experience in this discipline. All applicants are required to send their material to:

Mayor David Hanks, 21801 Torrence Avenue, Sauk Village IL 60411, Phone (708) 758-3330

Human Resources Manager (Part Time)

Village of Sauk Village

21801 Torrence Avenue

Sauk Village, IL 60411

Duties and Responsibilities:

Administers performance Management Systems and Safety Program. Identify Staff Vacancies recruit assist managers and supervisors during interviews and during the selecting of applicants. Provide current and prospective employees with information about policies, job duties, working conditions, wages and opportunities for promotion and employee benefits. Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, discharging employees, and administrating disciplinary procedures.

Advising Managers on organizational policy matters such as equal employment opportunity and sexual harassment, and recommend needed changes. Plans and conduct new employee orientation to foster positive attitude toward organizational objectives. Serves as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related disputes.

Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates. Analyze statistical data and reports to identify and determines causes of personnel problems and develops recommendations for improvement of organization's personnel policies and practices.

Plan, organize, direct and control or coordinate the personnel, training, or labor relations activities of an organization.