# Southington Public Schools

### December 1, 2017

### NOTICE OF VACANCY

### INTERNAL POSTING

**POSITION:** Human Resource Manager

**LOCATION:** Southington Public Schools and Town of Southington

**SALARY:** Regionally Competitive

#### FINGERPRINTING AND DRUG TESTING WILL BE REQUIRED FOR NEW EMPLOYEES

**QUALIFICATIONS:** To develop and maintain a highly qualified Human Resources Department serving

both the Town Government and the Public School District.

* Minimum of a Bachelor’s Degree in human resource management or related area, or equivalent experience and training.
* Working knowledge of the principles and practices of municipal human resources and recruiting methods. General knowledge of state and federal statues related to personnel administration, union contracts, workers’ compensation, unemployment, etc.
* Ability to deal effectively and maintain working relationships with applicants, town employees, and state/regional agencies. Ability to understand policies and procedures and to be able to explain them. Able to work independently, maintain confidential records, prepare reports in both oral and written form. Working knowledge of Microsoft Office programs.
* Excellent verbal and written communication skills, aptitude for working and explaining policies and procedures to people. Able to work with people, maintain and develop effective working relationships, problem solve, process documentations.

**APPLICATION** Please submit your application though our website:

**PROCEDURE:** [www.applitrack.com/southingtonschools/onlineapp](http://www.applitrack.com/southingtonschools/onlineapp)

## APPLICATION CLOSING DATE: December 8, 2017

**Review of applications may begin immediately**