

FULL TIME EMPLOYMENT WITH BENEFITS TOWN OF WISE

The Town of Wise is accepting applications for the position of **Human Resources Administrator**. This is an exempt, full-time salaried position in the department of the Town Treasurer, responsible for all Human Resource duties, processes, and procedures for the Town of Wise.

Duties Include (but are not limited to): recruitment, onboarding, timekeeping, separations, workers' compensation, administration of FMLA, file retention, scheduling and monitoring applicable online employee training, and management of the Town's drug testing program. Serves as Benefits Administrator for the Town's health benefits program, various VRS retirement plans, and the Virginia Local Disability Program for eligible employees. Responsibilities also include updating the Employee Handbook and job descriptions as policy and procedure changes arise. This position ensures federal, state, and local employment law compliance, provides statistical reporting to various government agencies, and serves as a consultant to top management on critical personnel issues.

Cross-training with other roles in the Treasury Department is vital to this position. The applicant must be willing to assist with various tasks as directed by the Treasurer, which include, but are not limited to, processing payments, preparation of yearly personal property and real estate billings, customer service, and any other duties as needed or during staff shortages, and especially during high-volume periods.

Qualifications: A Bachelor's Degree in Human Resources, Business Administration, or a related field is required. Minimum of at least three (3) years experience in Human Resources or a related field, or any equivalent combination of training and experience. A valid driver's license is required.

Must have working knowledge of Microsoft Word, Excel, Outlook, and Access, along with experience using Google forms, documents, and spreadsheets. Familiarity with VRS Navigator, Cardinal, and an AS400 operating system is a plus. The successful candidate must also have strong communication skills, professionalism, confidentiality, and sound judgment in problem-solving.

Apply online at www.townofwise.net. Paper applications will not be accepted. Applications accepted until position is filled.

Authorized by: Sarina F. Collins, Town Treasurer
The Town of Wise is an Equal Opportunity Provider and Employer