

## **Human Resource Administrator**

The Lake County Department of Utilities is seeking candidates for a Human Resource Administrator position. Qualified candidate will plan, direct and coordinate human resource functions. Responsibilities include; public employee's benefits/compensation/retirement, federal & state laws & rules governing fair employment practices, self-insured workers' compensation, policies and procedures, grievance process, union negotiations, labor relations, pay scales, job descriptions, employee hire, discipline & performance management, coordinate employee training and development. The successful candidate should possess desired competencies: problem solving, conflict resolution, decision making, written and verbal communications, interpersonal skills, ability to work under the pressure of deadlines and good public relations. A college degree in Human Resources, Business or Organizational Development or equivalent with a minimum of four (4) years' experience in government human resources is preferred. Send resumes to William A. Margalis, Director of Administrative Services, 105 Main Street, Painesville, Ohio 44077 by October 10, 2014.

**An Equal Opportunity Employer  
M.F.H.V.**