



Job Announcement

HUMAN RESOURCES ADMINISTRATOR

The Miami Valley Fire District is a dedicated fire and emergency medical services department that protects and provides dynamic service to the citizens of the City of Miamisburg and Miami Township, in Montgomery County, Ohio, a population of over 50,000 people. Miami Valley Fire District is a progressive department that is comprised of 68 firefighter/paramedics, serving from five fire stations, and responding to 10,300 calls for service annually.

Position Overview

The Human Resources Administrator is an exempt full-time position who reports directly to the Fire Chief. This position typically works within the hours of 8:00 am to 4:30 pm, Monday through Friday; however, this schedule may be adjusted to meet business needs.

This individual will manage the human resources functions for the Fire District, including but not limited to, recruitment, hiring and onboarding, compensation, benefit administration, employee relations, training and development, organizational development and succession planning, compliance and risk management, and records retention.

In conjunction with the Fire Chief, this individual will manage and oversee the collective bargaining contract and negotiations and assist in the grievance and discipline processes. Under the direction of the Fire Chief, this position assists with the administration, enforcement and execution of the policies and resolutions of the board of trustees.

This is a public service position based on trust and credibility. It is a critical requirement of this position to make responsible decisions and to display the ability to perform in a manner that does not damage or endanger the loss of trust with the Board of Trustees, the public, the Fire Chief, co-workers, and other public safety forces.

Qualifications & Requirements:

- A bachelor's degree in human resources management, business, organizational development, or related field preferred. However, an associate's degree and the following training, certification, or work experience may be considered and substituted for the bachelor's degree requirement:



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- Three (3) to five (5) years of progressive experience in a human resource position.
 - Specialized training in labor relations, employment law, compensation, organizational planning and development, employee relations, safety, training, and preventative labor relations.
 - Professional Certification in Human Resources (PHR, CLRP, SHRM-CP, SHRM-SCP).
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- Significant experience in customer service, which demonstrates the ability to communicate effectively both orally and in writing with vendors, staff and the public, and the ability to establish effective working relationships with the same; and
 - Administrative experience with records related to payroll, budgets, personnel files, and employee benefits; and
 - Ability to read and write fluently in the English Language; and
 - Ability to communicate effectively both verbally and written; and
 - Advanced mathematical skills including but not limited to addition, subtraction, multiplication, and division; and
 - Attention to details, good organizational and time management skills; and
 - Ability to define problems, collect data, establish facts, and draw valid conclusions, to make educated recommendations and decisions; and
 - Ability to manage multiple projects with varied deadlines and prioritize work assignments in an organized, quality, and timely manner; and
 - Works well with others or independently; and
 - Proficient with Microsoft Office Suite (Outlook, Word, Excel) to keep accurate and organized records and able to produce reports in a timely manner; and



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- Ability to operate various office equipment, including but not limited to a: copy machine, fax machine, postage meter, and various computer software; and
- Understands the importance of and can maintain confidentiality; and
- Is punctual and has reliable attendance; and
- Possess a valid driver's license; and
- Able to fulfill the physical demands of the position.

Compensation & Benefits

The annual salary range is \$62,400 – \$78,312 DOQ with an excellent benefits package. Applications and a complete job description can be found at www.miamivalleyfiredistrict.org. Interested individuals should submit their application, resume, and cover letter to Fire Chief, Brandon Barnett at emsfire@miamivalleyfire.org, "Re: Human Resources Administrator." Applications are due by April 10, 2023. Review of applications will begin immediately with interviews to begin around April 24th and will continue until position is filled.

As a condition to a final offer of employment, a candidate must be able to pass a criminal background check, pre-employment physical and drug screen.

Disclaimer: Miami Valley Fire District considers all applicants for all positions without regard to race, color, religion, sex, gender, national origin, age, disability, veteran status, or any other legally protected status.