



Position Advertisement

March 8, 2010

Job Title:	Human Resource	Department:	Mayor's Office
Hours:	40 hours; FT w/benefits	Closing Date:	March 26, 2010

Job Summary:

This position works under the City Council.

Essential Job Functions:

- Ability to communicate effectively both orally and in writing.
- Ability to understand and carry out oral and written instructions.
- The ability to use departmental equipment including, but not limited to, communications, computer, fax machine, copy machine, and calculator.
- Ability to work well with others.

Duties & Responsibilities:

- To be the contact person for the City of Russellville, Arkansas, for businesses related to city employees' benefits, insurance, unemployment compensation, APERS, workforce services, workers' compensation claims and filings, workplace safety, and city required HIPAA and COBRA filings;
- To maintain personnel files of city employees of the City of Russellville, Arkansas;
- To organize the annual sign up of city employees' benefits;
- To prepare any paperwork or filings for city employees' benefits, insurance, unemployment compensation, APERS, workforce services, workers' compensation claims and filings, workplace safety and city required HIPAA and COBRA filings;
- To list job openings as required by the City of Russellville, Arkansas, Personnel Policy Manual;
- To maintain and update job descriptions of all employees of the City of Russellville, Arkansas, upon the submissions or updates by the department heads of the City of Russellville, Arkansas;
- To support all employees of the City of Russellville, Arkansas, regarding their benefits, insurance, workers' compensation, HIPAA, COBRA and APERS claims and questions;
- To receive, collect, store and turn over to the proper person or body, job applications for any job opening in the City of Russellville, Arkansas; and
- To perform any job as assigned by the City Council of the City of Russellville, Arkansas.

SUPERVISORY RESPONSIBILITIES:

- None

MINIMUM QUALIFICATIONS:

- Applicant must possess a Bachelor's Degree and five years related experience and/or training; equivalent combination of education and experience and a minimum of three years of management experience.

- Ability to type 45 words per minute.
- Ten key capability.
- Ability to use all Microsoft programs including Word, Excel and Powerpoint.
- Must possess a professional and friendly attitude and be able to communicate effectively with the public and other departments.

All interested applicants may apply at the City's Official Web Site www.russellvillearkansas.org; or submit resume to City Hall, 210 N Shamrock blvd., Russellville, AR 72801, e-mail jerrold.mckaughan@russellvillearkansas.org or fax to 479-968-8050.