



## Human Resources Coordinator

POSTED ON NOVEMBER 22, 2021 AND WILL REMAIN OPEN UNTIL FILLED.

### **Overview:**

The Village of Antioch is a non-home rule community on the Illinois-Wisconsin border located halfway between Milwaukee and Chicago with a population near 15,000. The Village of Antioch has a vibrant Downtown, and provides many municipal services such as police, parks and recreation, public works, building, and community and economic development. The Village of Antioch employs approximately 70 full-time, 30 part-time and 60 seasonal employees.

The Village of Antioch is seeking experienced, qualified, and team-oriented applicants for the position of Human Resources Coordinator. This is a professional level position administering the Village's Human Resources programs and performs a variety of duties. The position is responsible for developing, implementing and coordinating policies and programs covering employment, labor relations, wage and salary administration, employee indoctrination, training, placement and other employee services. The Coordinator will be well versed in municipal and government labor relations, and all applicable federal and state laws and regulations pertaining to employment. The position will be responsible for training employees, administering job performance evaluations, recruitment and employee disciplinary actions. The HR Coordinator will exercise independent judgment and maintain a high level of confidentiality and discretion when required, as well as deal fairly and calmly with issues requiring conflict resolution. The position reports directly to the Village Administrator. Excellent oral and written communication skills and analytical skills are essential. *Position description available upon request.*

### **Qualifications:**

Graduation from an accredited college or university with a Bachelor's Degree in public administration, business administration, personnel administration or Human Resource Management or a related field required. A minimum of 5 years of responsible administrative experience or any equivalent progressive Human Resources experience providing the desired knowledge, skills and abilities required. IPMA-Certified Professional or SHRM-PHR or CP certification preferred.

### **Salary & Benefits:**

The salary is DOQ. An excellent benefits package may be available dependent on full-time or part-time status.

### **How to Apply:**

Interested applicants should submit a completed application (available on our website); cover letter, resume and three work-related references to:

Village of Antioch  
**Attn: Lori Romine, Human Resources**  
874 Main St  
Antioch, IL 60002  
Or email to:  
**[lromine@antioch.il.gov](mailto:lromine@antioch.il.gov)**

### **Equal Opportunity Employer:**

The Village of Antioch provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.