



## Part-Time Human Resources Manager

RE-POSTED ON MARCH 25, 2022 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 Part-Time Human Resources Manager. The HR Manager is a part-time position, working 20-hours per week on site. Hours may be flexible at the discretion of the Village Administrator.

This exempt level part-time position is responsible for developing, administering and managing aspects of employment to include recruiting, leave of absences (to include FMLA), worker's compensation oversight, discipline, wages and compensation, benefit renewals, and training. The HR Manager will be well versed in municipal and government labor relations (to include collective bargaining), and all applicable federal and state laws. The HR Manager 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 human resources experience providing the desired knowledge, skills and abilities is required. IPMA-Certified Professional or SHRM-PHR or CP certification preferred.

### **Salary & Benefits:**

The salary is DOQ. The part-time position will qualify for IMRF benefits.

### **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.