

CITY OF UNALASKA
JOB ANNOUNCEMENT

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

The City of Unalaska is an Employer of National Service and encourages AmeriCorps, Peace Corps and other national service alumni to apply

IN HOUSE POSTING: April 11, 2018
TO THE PUBLIC: April 11, 2018

The City of Unalaska is accepting applications for the full-time position of **Human Resources Manager** for a well-established City in the number one commercial fishing port in the United States, the International Port of Dutch Harbor. Unalaska is a coastal community located in the Eastern Aleutian Islands with a multi-cultural population of approximately 4,300 full-time residents with seasonal influxes from multiple commercial fishery operations. We are looking for a dynamic and organized self-starter to join the Department of Administration. .

GENERAL DESCRIPTION: This professional-level position provides human resources support for all City departments and reports directly to the Assistant City Manager. Supporting both management and non-management employees, the Human Resources Manager oversees all areas of Human Resources, including employee and labor relations; compensation and benefits administration, and recruitment and retention, by performing a variety of complex administrative, technical and professional work for an employee population of 150+ FT and PT union and non-union employees.

EXAMPLES OF WORK: Determines work procedures and expedites work flow; studies and standardizes procedures to improve efficiency, effectiveness, and compliance with state and federal requirements. Working collaboratively with the Risk Manager and Assistant City Manager, interprets, communicates, and suggests changes to policies and procedures. Assists supervisors with and approves hiring documents, evaluations, disciplinary actions, probationary extensions, and other personnel related issues. Interprets, oversees implementation, and serves as member of the management team in negotiating collective bargaining agreements. Supervises administration of recruitment process, Affirmative Action Plan, employee benefits, and governmental reporting requirements. Provides general direction to the Human Resources Administrative Specialist and Administrative Assistant II regarding data entry in the City's HRIS (Munis), and proper maintenance all related personnel files. Other responsibilities, duties and projects as assigned.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of modern policies and practices of public Human Resource administration; knowledge of employee classification, compensation and benefits, recruitment, selection, training, labor relations, and employment law and supervision. Position requires use of personal computer and other office equipment. Must have a demonstrated ability to maintain confidentiality and security. Ability to maintain professionalism in stressful situations. Excellent written and oral communication skills a must. Successful candidate will have the ability to establish and maintain strong rapport with employees, city officials and labor unions.

EDUCATION AND EXPERIENCE: Graduation from an accredited four-year college or university with a degree in human resources, organizational psychology, public administration, business management, or a closely related field required; Masters degree in human resources, employment/labor law or industrial relations, or individuals who possess a SHRM-CP/SCP, strongly preferred. Five to seven years of progressively responsible experience in a human resource capacity required. HR related certifications or other combinations of education and experience that provide the knowledge, skills, and abilities listed will be evaluated on an individual basis.

LICENSES AND SPECIAL REQUIREMENTS: A valid Alaska Drivers License or ability to obtain one within 90 days of hire. As a condition of employment, the person selected will be required to successfully complete a pre-employment background check and drug test prior to beginning work.

TO APPLY: Please submit a cover letter, resume, City of Unalaska application, and a document that demonstrates your writing abilities. Position is open until filled with a first review of applications on: **May 7, 2018**. A complete job description and required forms are available at City Hall, by calling Administration at 581-1251, or by downloading at www.ci.unalaska.ak.us. Return completed applications to HR in City Hall or by one of the following methods: Mail to P.O. Box 610, Unalaska, AK 99685; e-mail to Erin Reinders, Assistant City Manager, ereinders@ci.unalaska.ak.us; or fax to 907-581-4469.

SALARY: \$65,947.32 – \$98,920.98 per year DOQ*
***Wage based on midpoint of the wage scale: \$82,434.15**

Regular Full Time position
Excellent benefits