

## **EMPLOYMENT OPPORTUNITY**

<b>Position</b>	<b>HUMAN RESOURCES ADMINISTRATOR</b>
<b>Department</b>	<b>EXECUTIVE</b>
<b>Reports to</b>	<b>President/Chief Executive Officer</b>
<b>Job Summary</b>	Under administrative direction, plan, develop, administer, review, and monitor human resource functions within the agency. Responsibilities include: workforce planning/employment, human resource development, employee relations, labor relations, benefits, compensation, workplace safety and workers compensation; assure compliance with laws/regulations that govern employment and labor relations; provide consultation to all levels of management in areas of policies, procedures, performance management, etc.; assist in strategic planning; serve as liaison with agency general counsel and other legal counsels in various areas of work and compliance; supervise staff; perform other related duties as required
<b>Requirements</b>	Completion of college education with a four (4) year degree (master's preferred) in human resources, business administration, or related field with minimum of two (2) years' experience in human resource management and labor relations and/or equivalent combinations of training and/or experience; State of Ohio Driver's License and transportation (some local and periodic non-local travel required); fingerprint and criminal background checks conducted; Summit County residency
<b>Salary</b>	\$49,816.00 - \$62,192.00 annualized (Pay Grade 27)
<b>Benefits</b>	Medical, Prescription, Dental, Vision, Life, 403-b Retirement Savings Plan with employer match, Paid Holidays, Employee Assistance Program and other benefits as applicable to work classification
<b>Classification</b>	Regular, Full-time, Year-around
<b>FLSA Status</b>	Exempt
<b>POSTING DATES</b>	<b>02/16/2018 – 02/26/2018</b>
<b>Send Resume/ Application to</b>	Akron Summit Community Action, Inc. Human Resources Department 55 East Mill Street Akron, Ohio 44308 <b>Or, E-mail resume and cover letter to <a href="mailto:resumes@ascainc.org">resumes@ascainc.org</a></b>

### **NO PHONE CALLS**

Applicants selected for an interview will be contacted. Applications/resumes are kept on file for 6-months.

For employment opportunities and other agency information visit [www.ascainc.org](http://www.ascainc.org)