



**CITY OF CRETE  
HUMAN RESOURCES DIRECTOR**

**Job Status:** Non-Exempt; Full-time

**Reports to:** City Administrator

**Supervisory  
Responsibilities:** NONE

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## **I. GENERAL FUNCTIONS**

Serve as the City Human Resources Director. Work with City Administrator to implement and manage all aspects of City personnel programs, benefits, files, concerns, rules and regulations and Payroll. Respond to requests from City Administrator as well as the needs of employees with employment and benefit needs and concerns. Assist the City Clerk and Finance Director offices.

## **II. ESSENTIAL DUTIES & RESPONSIBILITIES**

1. Efficiently and properly maintains all required City records on a computer system. Utilize the computer efficiently when required (includes, but not limited to WORD, HRIS/payroll programs, and Excel).
2. Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and recommends modifications to policies and practices to maintain compliance.
3. Creates Employee newsletters.
4. Communicates City human resource matters between various public and private entities and agencies.
5. Meets the public either in person or by telephone, giving information based upon regulations or records. Effectively communicates with persons of various ethnic backgrounds, educational levels, and communication abilities using pictorial, verbal and written media, in a clear, concise manner. Able to successfully mediate and negotiate disputes and compromises between various persons while courteously, tactfully, and impartially enforcing all relevant regulations.
6. Maintains employee records, to include time bank balances and leave of absence.
7. Manages FMLA and WC notices.
8. Manages ACA filing and reporting.
9. Efficiently manages City payroll and timekeeping.
10. Updates employee health insurance, life insurance, pension plan, and other benefits when needed.
11. Plans and organizes Pension Plan yearly meetings for all employees.

12. Plans and organizes Events, Safety Committee, Civil Service Committee and other meetings.
13. Plans and organizes the City Recognition Dinner and other employee events as needed.
14. Updates City Personnel, Drug and Alcohol, and Safety manuals.
15. Collaborates with City Administrator to understand the organization's goals and strategy related to staffing, recruiting and retention.
16. Plans, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support Human Resource compliance and strategy needs.
17. Effectively responds to other assignments from the City Administrator.
18. Effectively maintains confidentiality.

### **III. OTHER NON-ESSENTIAL DUTIES**

- Other duties as assigned

### **IV. REQUIRED KNOWLEDGE, SKILLS, ABILITIES**

1. Ability to fluently read, write, and speak English.
2. Effectively operate a computer with proficiency in Excel, word processing, HRIS, payroll, database and spread sheet programs.
3. Thorough knowledge in the area of human resource management, employment-related laws and regulations, and associated Federal and State requirements.
4. Ability to analyze administrative problems and situations and to present appropriate facts and recommendations concisely in written or oral form.
5. Ability to communicate effectively both orally and in writing.
6. Ability to effectively work with people of all ages, disabilities, and backgrounds and communicate effectively, orally and in writing, in diverse situations.
7. Maintain a working understanding of City of Crete government policies and procedures.
8. Ability to work independently.

### **V. DESIRABLE TRAINING AND EXPERIENCE**

Any combination of work experience and training that allows the essential duties and responsibilities of this position to be achieved. Preference will be given to job applicant documenting successful experience in like or similar positions, and who are computer literate.

### **VI. MINIMUM QUALIFICATIONS**

1. Must be at least 21 years of age
2. Have high school diploma or GED
3. Bachelor's degree in Human Resources, Business Administration; Master's degree desired.
4. At least 3 years of Human Resource management experience required.

5. SHRM-CP or SHRM-SCP highly preferred.
6. Must be able to legally work in the U.S

**VII. NECESSARY SPECIAL REQUIREMENTS**

1. None

**VIII. WORKING CONDITIONS & PHYSICAL EFFORT**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**IX. OTHER**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Employee Acknowledgment of Job Description**

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the City's Personnel Manual is a contract for employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Last Revised: March 2026