Human Resources Manager,
Portland, TN

The City of Portland, TN is seeking qualified applicants for the position of Human Resources Manager.

Currently the position reports directly to the Mayor. The current vacancy has occurred due to the most recent incumbent leaving the organization to join the University of Tennessee Municipal Technical Advisory Service (MTAS) as an HR Consultant for cities in Middle and East TN.

This position has responsibility for the daily administration of the City’s Human Resources programs, policies and procedures ensuring compliance with all applicable laws and/or regulations.

The position coordinates and administers any combination of the following:

- Benefits administration
- Payroll administration
- Worker’s compensation administration
- Recruitment and selection processes
- Safety and wellness
- Insurance
- Training and development

The Human Resources Manager will be knowledgeable of federal laws affecting public sector entities, and certain portions of the Tennessee Code Annotated. Must have the ability to effectively communicate both orally and in writing; develop and conduct effective training programs; and develop and manage a budget.

This position requires a bachelor’s degree in Personnel/Human Resources, Business Administration, or a related field, and at least three years of experience as a human resources generalist, preferably with some municipal government experience.

Salary Range from minimum $49,246 to maximum $68,944, with reference midpoint of $59,095; comprehensive benefit package including the city retirement plan.

Applications will be accepted until 4:30 pm on April 2, 2015.

A background investigation and pre-employment physical will be required.

EOE/DRUG FREE WORKPLACE

Submit a letter of interest, current resume with salary history and at least three professional references to:

UT MTAS, attn.: Portland Human Resources Manager
226 Capitol Blvd. Suite 606
Nashville, TN 37219

Or submit via email to: gary.jaeckel@tennessee.edu