# OFFICE OF THE COUNTY EXECUTIVE
# LAWRENCE M. WALSH COUNTY OF WILL
## Human Resources Department

WILL COUNTY OFFICE BUILDING ● 302 N. CHICAGO STREET ● JOLIET, ILLINOIS 60432

**Bruce Tidwell, SPHR**
Director


## JOB VACANCY NOTICE

**DATE:** September 16, 2020

**JOB TITLE:** Human Resources Administrator/Recruiter

**DUTIES & REQUIREMENTS:** Responsible for complex professional and administrative functions critical to the success of the Human Resources Department. Provide assistance to department directors and managers. Ensure that compliance with County policies, collective bargaining agreements, as well as state and federal requirements is maintained. Preserve confidentiality of sensitive and personal information. Primary duties consist of supervising the recruitment and selection process for union and non-union positions in several County departments and agencies; managing the activities of the County's Unemployment program, including IDES reporting and related filings; and assisting in the coordination of worksite wellness activities, training and development programs.

Minimum of three (3) years' recent experience performing complex and responsible duties in human resources with an emphasis in recruiting and job placement. Public sector experience in a union environment, as well as PHR designation *strongly preferred*. Excellent interpersonal skills a must. Thorough knowledge of Federal and state employment law; ability to establish and maintain effective working relationships; thorough knowledge of policies and procedures of the County; ability to understand and interpret pertinent policies, procedures and contracts clearly and accurately; ability to work independently with minimal supervision. Thorough knowledge of modern office practices and procedures and the use of office machines and equipment. Excellent organizational, word processing and spreadsheet skills as well as experience in working with databases and internet. Outgoing interpersonal and communications skills are a must. Bachelor's degree in Human Resources or related field, or an equivalent combination of education, training and experience. Advanced course work in Human Resources desired.

**DEPARTMENT:** Will County Human Resources

**SALARY RANGE:** D.O.Q.

**APPLY TO:** Will County Human Resources Department
302 N. Chicago Street - 2nd Floor
Joliet, IL 60432
Fax: (815) 774-6355
E-mail: jobs@willcountyillinois.com

**APPLY BY:** September 28, 2020 by 4:00 p.m.

*Completed Will County Employment Application or Resume with Cover Letter may be submitted by mail, fax, online, or hand delivered. Due to volume received, only applicants interviewed will be notified of the selection process.

Equal Opportunity Employer

Website: www.willcountyillinois.com