

**City of Mason**  
**Employment Opportunity**  
**For**  
**Human Resources Coordinator**

<b>Hiring Range:</b>	<b>\$24.68 to 29.49 per hour DOQ</b>	<b>Classification:</b>	<b>Classified</b>
<b>Reports To:</b>	<b>Human Resources Director</b>	<b>FLSA:</b>	<b>Non-Exempt</b>
<b>Posted:</b>	<b>December 31, 2025</b>	<b>Department:</b>	<b>Administration</b>
<b>Working Hours:</b>	<b>24 hrs. Per week</b>	<b>Status:</b>	<b>Part-Time</b>

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**General Statement of Duties and Distinguishing Features of Class**

The Human Resources Coordinator will assist the department with administrative and technical work, as well as serving in the role of receptionist as needed. Supervision is received from the Human Resources Director or his/her designee. This position will be responsible for file and document management; recruiting and hiring of part-time positions; receptionists' duties; and various specialized tasks and projects as assigned.

This is a public service job based in competency, trust and credibility. It is a critical requirement of this position that the incumbent displays the desire and ability to perform and behave (on duty, as well as off duty) in a manner that does not damage or endanger the loss of trust with the public, co-workers, and other public safety forces. Candidate must meet the following qualifications and requirements at time of appointment.

**Examples of Work (Illustrative Only)**

- Maintaining documents and records as assigned, while following Public Record Laws and procedures;
- Personnel file management, filing, maintaining office storage and activities;
- Provides Customer Service throughout the City as assigned;
- Welcome visitors in a positive and approachable manner, determines the purpose of each person's visit and directs or escorts him or her to the appropriate location;
- Cooperates, collaborates and communicates with others on tasks and assignments;
- Assist with federal, state and local reporting requirements (i.e., EEOC, BWC, etc.);
- Assists with preparing documents and performing data entry;
- Maintains information system database, tracking employee related information;
- Adheres to confidentiality of information;
- Assist with employee communication and publications;
- Actively participates in committees and events as assigned;
- Interviews, screens, and refers applicants for employment;
- Assists in conducting the orientation program for new employees;
- Assists in training of new employees on HRIS and Payroll system;
- Recruits, advertises, markets and promotes City positions;
- Assists with developing job descriptions;
- Assists with reference checks of applicants for positions;
- Maintains statistical records of related operations and activities and prepares periodic and special reports;
- Arranges for facilities and supplies needs or events as needed;
- Performs all other duties as assigned.

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**Skills, Knowledge, and Abilities: The following is preferred**

- Proficient with Microsoft Office Suite;
- Knowledge of the subject area to which assigned;
- Work independently;
- Excels in communications skills, both verbally and in written form;
- Excellent interpersonal and customer service skills;
- Must be a team player, maintain good working relationships with employees and the public;
- Able to communicate effectively, both orally and in writing;
- Ability to analyze data and to prepare specialized and detailed reports;
- Communicate professionally in-person, in writing, and other mediums;
- Good public speaking and oral presentation skills desired;
- Creativity and the ability to express ideas;
- Experience in human resources related issues;
- Detail-oriented and ability to multi-task required;
- Demonstrable knowledge of technical and business writing;
- Willing to work evenings or weekends if needed.

**Minimum Education, Experience, and Requirements**

- Experience related to the duties of the position;
- Possession of a high school diploma or GED;
- Ability to follow oral and written directions;
- Ability to communicate effectively, both orally and in writing;
- Proficient with Microsoft Office Suite;
- Working knowledge of Microsoft Office Software programs;
- Detail oriented and ability to multi-task required;
- Good organization and interpersonal communication skills.

**Physical Requirements:**

- Ability to mentally handle associated tasks, problems, solutions, and all other mental tasks associated with positions of this nature.
- Able to sit for extended periods of time working on computer, entering data, creating documents, etc.
- Lift up to 25 lbs. of materials independently.
- Normal visual acuity to see objects up close or at a distance, with or without correction, or with or without reasonable accommodation.
- Auditory acuity to hear a variety of ring tones, telephones and cell phones, etc. with or without reasonable accommodation.
- Manual dexterity to perform clerical tasks such as filing, keyboarding, assembly of information, etc.

I understand this position is a position at will, and nothing in this job description and no oral statements made to me in connection with this job description can be construed as a contract of employment.