



**City of Chester**  
**Human Resources Director/Municipal Clerk**  
**Salary Range: up to \$57,500.**  
**Exempt**

**Brief Job Description:** Under limited supervision, is responsible for the overall management of human resource and personnel of the Human Resource Department. Responsible for exercising authority and responsibility as determined by the City Administrator in accordance with federal, state and local laws. Performs routine to complex administrative, clerical, and bookkeeping duties in support of multiple City functions. Handles all personnel functions to include employee orientation, payroll, insurance programs, personnel records, classification and compensation program, worker's compensation and liability programs, and safety training. Responsible for Council minutes, records, ordinances, resolution and proclamations and related records. Reports to the City Administrator.

**SPECIFIC DUTIES AND RESPONSIBILITIES:** Supervises the operation of the Human Resource Department, assigns workloads and establishes work schedules; directs and supervises duties of staff and volunteers. Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; recommending and approving employee transfers, promotions and discipline, and recommending discharge and salary increases.

Plans and conducts new employee orientations; coordinates employee alcohol and drug testing and training for all new employees.

Serves as the liaison between employees and health/life insurance, worker's compensation, retirement and deferred compensation programs; completes and submits claims and/or related reports.

Performs various clerical duties in support of the City personnel functions including but not limited to updating the Personnel Policy as needed, maintaining all personnel records, verifying employment, processing computer generated payroll for all City employees, coordinating payroll withholdings, processing W-2 forms, and preparing periodic personnel reports as required.

Coordinates all City social functions, receptions, and various other events.

Assists co-workers and offers advice as needed.

Prepares HR department budget and assists department heads with salary information needed for budget preparation.

Oversees the City personnel management functions such as payroll, insurance programs, the maintenance of personnel records, and the classification and compensation program.

Maintains and oversees the worker's compensation program.

Prepares and distributes agenda and information packages for meetings of the City Council; attends meetings and record proceedings; prepares and maintains permanent records of meeting minutes and action taken.

Writes ordinances for adoption by council; maintains permanent record of all ordinances adopted by Council and codifies ordinances as per legal requirements.

Prepares advertisements according to legal requirements pertaining to meetings, special meetings, public hearings and council actions.

Coordinates the safety training of administrative personnel.

Receives and responds to inquiries, concerns, and complaints from City employees and public concerning City policies and functions.

Receives, reviews, prepares and/or submits various records and reports including insurance documentation and claims, personnel records, employee performance rating forms, payroll documentation, tax forms and reports, drug testing reports, employment applications, meeting minutes, deposit slips, checks, receipts, various forms, election material, routine reports, claims, memos, and correspondence.

Operates a variety of equipment such as a computer, printer, typewriter, postage machine, calculator, fax machine, copier, tape records, telephone, radio, etc.

Interacts and communicates with various groups and individuals and City Administrator, co-workers, City Council, and Committee members, City department heads and employees, other government agencies, sales representatives, insurance representatives, bank representatives, consultants, auditors, attorneys, and the general public.

### **ADDITIONAL JOB FUNCTIONS**

Performs various routine clerical duties as necessary, including typing reports and correspondence, copying and filing documents, answering the phone and operating the mobile radio, entering data into the computer, faxing information, processing daily mail, etc.

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE:**

Requires a high school diploma or equivalent with vocational or technical school training in secretarial science, human resource, accounting or related field supplemented by five to eight years of human resource or general secretarial experience; or equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities.

**Knowledge of Job:** Has thorough knowledge of the methods, procedures, and policies of the city as they pertain to the performance of the duties of the Human Resources

Manager/Municipal Clerk. Had considerable knowledge of the functions and interrelationships of the City and other governmental agencies. Is knowledgeable in the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Has thorough knowledge of proper English usage, vocabulary, spelling and basic mathematics. Has thorough knowledge of modern office practices and technology. Has knowledge of and skill in the use of computers for data and word processing. Has knowledge in the areas of record-keeping, government accounting, personnel administration, insurance administration, etc. Has the ability to offer guidance to co-workers regarding City policies, methods, and regulations. Has the ability to offer assistance to co-workers and employees of other departments as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize, and prioritize daily assignments and work activities. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret relatively complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has comprehensive knowledge of the terminology and various professional languages used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Has the ability to communicate professionally in confrontational situations. Knows how to react quickly and calmly in emergency situations.

**Notice of application/resume should be submitted to City of Chester HR Department, 100 West End Street, Chester, SC 29706, or complete online at [www.chestersc.org](http://www.chestersc.org) and email to HR Assistant [mtate@chester.sc.gov](mailto:mtate@chester.sc.gov)**

**Application deadline: Friday, August 21, 2020. The City of Chester is an EOE-H.**

**Position is Subject to the following Background Checks: Credit Check, Criminal History, Driving History, Credit Check, Drug Test and Medical/Physical.**