



## HUMAN RESOURCES MANAGER

Looking for a new and exciting position to use your Human Resources Management skills while serving your community? Join us! The City of Eau Claire is now hiring for the position of Human Resources Manager. This position performs technical, administrative, and supervisory work assisting the Human Resources Director in municipal personnel and labor relations. Utilizing a thorough knowledge of the personnel function, the HR Manager acts as the chief recruiting officer and is responsible for supervising office personnel, development of personnel policies and procedures, and promoting diversity and inclusion throughout the organization through recruiting.

### Requirements:

- A minimum of an associate degree in human resources or a related field OR minimum of five years of HR experience may be substituted for education
- A minimum of three years' professional work experience in human resources
- Must possess or obtain (within 30 days of hire) and maintain a valid driver's license

### Preferred Qualifications:

- Bachelor's degree in human resources or a related field

### Additional Reasons to Apply:

- Receive 40 hours of vacation on your first day of employment, plus earn 80 hours of additional vacation time in the first year
- Receive 3 paid floating holidays and 8 paid regular holidays (in a calendar year)
- Potential to qualify for Public Service Loan Forgiveness
- Other excellent fringe benefits (paid sick leave, health insurance, life insurance, etc.)!

**Salary range:** \$81,958.66 to \$95,526.91 annually, plus excellent fringe benefits.

**Application deadline:** Monday, April 1, 2024 at 11:59 p.m. Application and complete job description available at [www.eauclairewi.gov/jobs](http://www.eauclairewi.gov/jobs).\*

Interviews expected to take place Thursday, April 11, 2024. Candidates will be notified via email if selected to interview.

Equal Opportunity Employer.

Recruitment Snapshot:

<https://www.eauclairewi.gov/home/showdocument?id=45080&t=638463766349222276>

\*Don't have a way to apply online? Contact us at (715) 839-4921 to schedule an appointment and we can assist you!