EMPLOYMENT OPPORTUNITY
HUMAN RESOURCE SPECIALIST

The City of Powell is seeking a Human Resource Specialist to fill a part-time position in the Finance Department. This is a skilled, administrative and clerical position involving employee benefits, risk management and other human resource activities. Scheduling of the 20-hours a week is flexible during the Monday through Friday, 8 to 5 office hours.

Qualified candidates will have direct experience with employee benefits and human resource functions; have education and/or training in human resource concepts and practices; and have considerable knowledge of computer programs including Microsoft Office Excel and Word. Prefer knowledge of civil service. Dependable and reliable are a must. Hourly wage $14.00 to $17.45, dependent upon qualifications and experience. Part-time benefits are provided.

Please submit resume of qualifications and job history to Debra Miller, Powell Finance Director, 47 Hall Street, Powell, OH 43065-8357 or by e-mail to dmiller@cityofpowell.us. Deadline for submittals is 5 p.m. EST on Friday, June 30th.

A complete job description is available on the City's website at www.cityofpowell.us. No phone calls please. The City of Powell is an E.O.E.