



CITY OF RIDGEFIELD
Invites applications for the position of:

Human Resources Assistant **ADMINISTRATIVE SERVICES DEPARTMENT**

An Equal Opportunity Employer

SALARY RANGE: \$25.70 – 33.85/Hourly (2022 Wages)

CLOSING DATE: Applications will be accepted January 4, 2022 through January 11, 2022 at 5PM.

POSITION DESCRIPTION:

This position provides information and assistance to human resources staff, assists in the implementation of the City's human resources programs for union and non-union employees; and performs a variety of technical and advanced clerical duties supporting the City's human resources' function including but not limited to:

1. Assist with employee recruitment, selection, and onboarding,
2. Act as the HR liaison for the City's workplace safety program,
3. Coordinate and /or assist with employee recognition, tuition reimbursement, employee service awards, benefits administration, classification and compensation, and training and development program.

This is a full time, regular, non-exempt position. The position is covered under the terms of the collective bargaining agreement between Teamsters Local 58 and the City of Ridgefield.

ADMINISTRATIVE SERVICES DEPARTMENT

The Department is responsible for providing support services to the City Council, City Manager, all City Departments and to the public through the following programs: City Clerk's office, Communications, Community Events, Human Resources and Labor Relations, and Risk Management/Safety. The City's growth and mission of the Department will create varied and interesting tasks and a challenging career opportunity for a qualified professional who is interested in creating a collaborative work environment and would like to make a difference in an active community.

EMPLOYEE BENEFITS

The City of Ridgefield offers a comprehensive benefits package which includes family and domestic partner health benefits such as medical, dental and vision. Coverage is provided through Regence Blue Cross Blue Shield or Kaiser. Other benefits include long-term disability, paid holidays, vacation and sick leave. Retirement benefits are provided through Washington State Retirement System.

QUALIFICATION REQUIREMENTS

Any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered.

The City is seeking an experienced and professional Administrative Specialist with:

1. Education: High school diploma or equivalent;

2. Experience: Proven experience as an HR Assistant, staff assistant or relevant human resources/administrative position.
3. Familiarity with an HRIS system and employment and/or labor laws preferred.
4. Knowledge of modern office procedures and systems including technology;
5. Ability to learn, manage projects, work independently and effectively on multiple tasks with interruptions, be self-motivated and have strong communication, and problem-solving skills.

All employees are expected to work in a manner consistent with the City of Ridgefield's Team Philosophy: work and act as a team player in all interactions with other City employees; provide a high level of customer service at all times; project and maintain a positive image with those contacted in the course of work; develop and maintain collaborative and respectful working relationships; and consistently provide quality service.

The final candidate will be required to successfully complete a thorough background investigation.

HOW TO APPLY:

Interested candidates must submit the following materials:

1. A completed Application for Employment.
2. A cover letter explaining why the candidate is interested in the job position, strengths and weaknesses in the job, and a short summary of why the candidate is qualified for the position.

The Application for Employment can be submitted on-line at: <https://ridgefieldwa.us/government/job-opportunities>.

The final candidate will be required to successfully complete an interview process and background investigation.

More information about Human Resources and the Administrative Services Department and job opportunities are available on the City's website at www.ridgefieldwa.us or by calling Human Resources at 360-887-3557.

The City of Ridgefield is an equal opportunity employer committed to attracting and retaining a diverse mix of talented people who want to come, grow, and do their best work here. Together, we strive to create and maintain a working environment that is inclusive, equitable, welcoming and that provides the best possible services for our community.

This announcement is meant only as a general descriptive recruitment guide. It does not constitute either an expressed or implied contract and is not a complete description of the job.