



Human Resources Department  
Forms And Documents

HRP-03 Effective Date: 07/16/2013

*This position announcement constitutes neither a written or implied contract of employment. The City of Fairhope reserves the right to revise, alter and/or change the job description for this position, as the City deems necessary.*

# POSITION ANNOUNCEMENT

The following position is now open. Current employees interested in this position must submit an application within ONE WEEK of the announcement date. Applications for Employment are available at the Public Works Building, 555 South Section St., Monday through Friday, from 7:00 a.m. to 3:00 p.m. or online at [www.cofairhope.com](http://www.cofairhope.com). Completed applications and resumes can be mailed to City of Fairhope, ATTN: Human Resources, P.O. Drawer 429, Fairhope, AL 36533 or dropped off at 555 S. Section Street. Applications received after the closing date will not be considered. **NO PHONE CALLS**

## Position Information

Job Title: Human Resource Coordinator Department: Human Resource  
Job Status:  Regular Full-Time  Temporary Full-Time *If temporary, give required dates of service:*  
 Regular Part-Time  Temporary Part-Time *From: \_\_\_\_\_ To: \_\_\_\_\_*  
Standard Scheduled Hours: 8:00 am – 5:00 pm Days to be Worked: Monday – Friday  
**Starting Pay Rate: \$15.92 - 20.70/hour**

## Position Description

General nature/purpose of work:

This is an entry level position and the purpose of this position is to provide administrative, clerical, and customer service support for the Human Resource Department.

## Minimum Qualification Standards (Additional qualification standards are found on the job description.)

Knowledge, skills and abilities:

- Maintain strict confidentiality of all personnel actions, information, discussions and related information pertinent to the activities/operations of the Human Resource Department!
- Receives and logs new applicants; distributes to the various departmental head for review.
- Administers all company benefits to include enrollments, terminations claims resolutions, change reporting, COBRA/FMLA record keeping and proper and accurate billing reports to accounting.
- Maintains all active personnel, retirees, employment and insurance files in an organized and efficient manner.
- Maintains Munis payroll database to include entering employee's information and other changes as assigned.
- Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.
- Performs other related duties as required.

Education, experience and training:

- Graduation from high school or possession of a GED, preferably supplemented by additional education and training in accounting; AND
- Two year degree in Human Resources from a creditable university; OR
- Minimum of five (5) years Human Resource, administrative, customer service and clerical experience required; AND
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities to perform the work; AND
- Must possess and maintain a valid Alabama driver's license.

Date of Announcement: 05/09/2017 Closing Date for Applications: When Filled

Patricia Heathcote

Human Resources

*The City of Fairhope is an Equal Opportunity Employer, maintaining a Drug-Free Workplace. Pre-employment drug testing is performed. The City reserves the right to re-advertise positions or to not fill positions after advertising.*