



**MAPLE HEIGHTS JOB OPENING
PART-TIME HUMAN RESOURCES COORDINATOR**

The City of Maple Heights is accepting applications for a Part Time Human Resources Coordinator.

Responsibilities (but not limited to): Plans and directs activities involving recruitment, selection, hiring, employee benefits and separation of employees; Accepts and processes applications for all departments; Develops and maintains personnel forms, procedures, and record keeping; Handles employee benefit matters; Liaison for worker's compensation; and Perform other duties as assigned.

Qualifications: Bachelor's Degree in Human Resources, or closely related field. Experience working with elected officials and department heads. Demonstrated capabilities in recruiting, compensation, benefits, and risk management. Excellent communication and computer skills.

Applications available at www.citymapleheights.com and at City Hall – 5353 Lee Road, Maple Heights, OH 44137 attention HR or email to: jstevenson@mapleheightsohio.com. EOE, drug/smoke free workplace.

QUALIFIED RESIDENTS ARE ENCOURAGED TO APPLY