



TOWN OF EATONVILLE

“THE OLDEST BLACK INCORPORATED MUNICIPALITY IN AMERICA”

Human Resources/Risk and Records Management

DEPT: ADMINISTRATION

GENERAL DESCRIPTION

Human Resources/Risk and Records will perform all Human Resources and Risk management functions. Performing all HR-related processes, projects, and events. This position will also be responsible for organizing all Town records and ensuring compliance with State and statutory requirements and guidelines pertaining to proper access, inspection, and disposition of records. Creating risk plans, coordinating, and administering the risk management areas related to a workers' compensation program and insurance claims program.

ESSENTIAL JOB FUNCTIONS

- Process applicants' records for the onboarding process, exit process and other related functions associated with the processing of payroll records.
- Maintains all Human Resources related record retention as required by the State of Florida.
- Assists in the preparation and justification of the annual budget.
- Provides general personnel related information to other agencies and the public, to include employment verification, both verbally and in writing and other miscellaneous information as required.
- Provides customer service to employees in areas of pay, benefits and general concerns relating to personnel issues.
- Update company-wide programs that include new employee orientation, employment law training.
- Maintains the division records including scanning and filing of documents in compliance with Town and statutory requirements and completes the annual records destruction.
- Assists the Town Clerk with managing the Town's electronic documents; content management program; creates and updates policies and procedures for use of the Records Management Program
- Assist with scheduling and coordinating disposal of records Town-wide according to State guidelines. Assist with public records requests as needed.
- Maintain a database of onsite and offsite records inventory and performs quality checks to ensure compliance with records retention laws and standards.
- Assist in the development of regulations, standards, and procedures relating to records management.
- Acts as the record liaison to all Town departments and coordinate meetings with departments to identify and address records retention and destruction schedules in accordance with State, Town, and statutory requirements.
- Provides training to staff regarding records management, public records law and implementation of policies and procedures; provides training to system users regarding electronic imaging/content managing software; creates procedural documentation to assist users.
- Performs indexing, tracking official records, agreements, compiles and distributes recorded documents, ordinances, resolutions, and proclamations.
- Records documents into the Town of Eatonville Official Records.
- Organizes and prepares files of official records and department records for the document imaging process including ordinances, resolutions, agreements, deeds, liens, performance bonds, minutes, and agendas.
- Assist with the Municipal Election process as needed.
- Research and provide recommendation regarding purchases, dispositions or acquisitions of document imaging equipment and related supplies.

- Maintains an active membership in records management professional organizations to maintain a sound understanding of records developments.
- Serve as back up to the Town Clerk as needed for scheduled meetings.
- Performs general/clerical tasks, which may include typing documents, making copies, sending/receiving faxes, or processing incoming/outgoing mail.
- Performs other duties as assigned.

(NOTE): The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.

KNOWLEDGE, SKILLS, AND ABILITIES

- Effective verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Working understanding of human resource principles, practices, and procedures.
- Skill and ability to perform accurate data entry in HR systems.
- General knowledge of City policies and ordinances, state, and federal labor laws, as well as collective bargaining and Human Resources best practices.
- Knowledge of current business procedures and practices.
- Knowledge of health and life insurance principles, policies, and reports or ability to learn.
- Skill in using a computer, printer, fax, scanner, and photocopier.
- Current Florida Public Records laws and new products, technologies, trends, and advances in the records management profession.
- Office terminology, methods, practices, and procedures.
- Information systems, spreadsheets, and computer software including Microsoft Word, Excel, PowerPoint, and Publisher.
- Departmental and municipal rules, regulations, policies, and procedures.
- Business English, grammar, punctuation, and spelling; the application of such to a variety of formats, styles, and editing principles and techniques.
- Record keeping systems.
- Customer Service Procedures

EDUCATION AND EXPERIENCE

- Bachelor's degree in business administration, Public Administration, Human Resources Management, or other closely related field required.
- One – two (1-2) years' experience in a Human Resources role or equivalent preferred.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- VALID DRIVERS' LICENSE

ESSENTIAL PHYSICAL SKILLS:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15-20 pounds at times.

ENVIRONMENTAL CONDITIONS:

- Work inside an office environment.
(Reasonable accommodations will be made for otherwise qualified individuals with a disability).