

**Position Title: HR Coordinator / Assistant to the City Administrator****Department:** Administration**Reports To:** City Administrator**FLSA Status:** Exempt (GRADE 12 - \$47,734.82 - \$70,862.60)**Prepared/Updated:** July 2025

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**Position Summary**

The HR Coordinator / Assistant to the City Administrator serves as a key administrative and operational support professional for the City of Willard. This position provides day-to-day human resources coordination, ensures adherence to personnel policies and procedures, and supports the City Administrator's Office with a variety of administrative, research, and communications tasks. The role requires strong organizational, interpersonal, and problem-solving skills, as well as a commitment to public service and discretion when handling sensitive matters.

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**Essential Duties and Responsibilities****Human Resources Coordination**

- Administer routine HR functions, including onboarding, orientation, employee records, and benefit coordination.
- Support the administration of FMLA, workers' compensation, and leave programs.
- Ensure compliance with federal, state, and City personnel policies and procedures.
- Maintain confidential and legally compliant personnel files.
- Track and coordinate training requirements, evaluations, and probationary milestones.
- Assist with employee communication on benefits, payroll changes, and leave status.

**Administrative Support to the City Administrator**

- Manage calendar items, schedule meetings, and prepare materials on behalf of the City Administrator.

- Provide day-to-day administrative support including meeting coordination, project tracking, correspondence, and internal follow-up.
  - Draft and review memos, reports, and presentations for internal and external stakeholders, including preparation for Board of Aldermen meetings.
  - Assist in monitoring city-wide initiatives and strategic objectives, ensuring appropriate follow-through across departments.
  - Conduct research and benchmarking on administrative, operational, or policy topics as requested; compile briefing materials or summaries to aid decision-making.
  - Serve as a liaison between the Administrator's Office and departments, elected officials, community partners, and residents as appropriate.
  - Respond to citizen inquiries and complaints with professionalism, accuracy, and appropriate coordination across departments.
  - Support agenda preparation and tracking of follow-up items for board meetings, sub-committee/advisory board meetings, or executive-level initiatives.
  - Assist in planning and facilitating community engagement efforts, surveys, public meetings, and interagency communication.
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### **Knowledge, Skills, and Abilities**

- **Human Resources:** Knowledge of personnel policies, legal compliance (FLSA, FMLA, ADA), and employee relations best practices.
- **Administrative Coordination:** Skill in planning, implementing, and monitoring administrative procedures and objectives across multiple departments.
- **Communication:** Ability to communicate effectively and professionally, both verbally and in writing, with staff, elected officials, partner agencies, and the public.
- **Problem-Solving:** Capacity to handle complex, sensitive, or urgent issues with discretion and sound judgment.
- **Customer Service:** Ability to diplomatically handle citizen complaints and concerns and maintain a helpful and professional demeanor.
- **Interpersonal Relations:** Skilled at working with individuals from diverse cultural, economic, and social backgrounds, including elected or appointed officials and community partners.

- **Organization:** Ability to coordinate and prioritize multiple tasks and projects with efficiency, accuracy, and follow-through.
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## **Education and Experience Requirements**

- **Education:**  
Associates degree or equivalent experience in Public Administration, Business Administration or related field required. Bachelor's Degree preferred. Experience: Five (5) years of experience in Public Administration required. Any work-related experience resulting in acceptable proficiency levels in the above Minimum Qualifications is an acceptable substitute for the above specified education and experience requirements.
- **Equivalency Clause:**  
Any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered.