



admin

City of East Moline

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Closing Date:

Salary: \$53,000 - \$57,000 DOQ

Description:

Under the direction and supervision of the Deputy Executive Director, the primary responsibilities include managing day-to-day HR and safety functions such as recruitment, new hire processing, policy development and compliance, employee relations, performance management, benefits administration, job descriptions, compensation recommendations, training, risk management, accident reporting, and worker's compensation. Additional duties include managing the HRIS platform, monitoring employment law changes, conducting background checks, handling unemployment claims, assisting with recognition programs, and other administrative tasks as needed. The role requires initiative, independent judgment, and discretion in staff and candidate communication, as well as public interactions