



HUMAN RESOURCES MANAGER

JOB ANNOUNCEMENT

The Town of Clarkdale, Arizona (Pop. 4,100) seeks a dedicated, full-time Human Resources Mgr. who is ready to become engaged in a position integral to the culture and functioning of our organization. We have 35 full-time, 15 part-time employees who take pride in productive working relationships internally, with our Council and community.

Located in central Arizona, Clarkdale is a charming, historic town, on the banks of the Verde River and at the base of Mingus Mountain. Ideally situated above the heat of the desert and below the cold of Arizona's high country, Clarkdale enjoys a moderate year-round climate at an elevation of 3,500 feet. With easy access to surrounding National Forest lands, numerous State Parks, National Monuments, the red rocks of Sedona and many historic and archaeological sites, residents are surrounded by natural, scenic beauty and recreational opportunities. Notably, the Verde Valley was recently named one of the Top 10 Places to Visit in the U.S by both CNN and the Lonely Planet (worldwide travel advisor).



Candidates possessing an Associate's Degree in Human Resources, personnel, psychology, business or public administration, or related field, and 5 years progressively responsible management experience in Human Resources will receive priority consideration.

Characteristics of this position cover a wide range of duties involving administrative and management functions in the planning, development, coordination, implementation, tracking and enforcement of the Town's personnel policies, processes and programs.

We are fortunate to provide full-time employees with a variety of choices for medical insurance. This benefit package includes health, dental and prescription coverages, life insurance, an employee assistance program and an option to purchase vision insurance. The Town pays 100% of basic costs for employees and a significant portion of eligible dependent costs. Insurance benefits begin on the first day of the month following date of hire.

Eligible employees participate in the Arizona State Retirement System (ASRS). Certified law enforcement employees participate in the Public Safety Personnel Retirement System (PSPRS).



Our compensation package includes paid time off for vacation, holidays and sick leave. Holidays the Town observes: New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day.

The starting annual pay range is \$47,000 – \$50,000, DOQ. A completed Clarkdale employment application is required and supporting information is encouraged. The job description and Town employment application are available on the Town's website Employment page at: <http://www.clarkdale.az.gov/employment.html>.

Interested candidates should submit original documents to: Town of Clarkdale, ATTN: Human Resources., PO Box 308, Clarkdale, AZ 86324. Submittals will be received electronically at Human.Resources@clarkdale.az.gov if complete, however original documents will be required if applicant proceeds in the selection process.

Submissions will be accepted through 12:00 p.m. (noon-MST) Friday, August 4, 2017. Pre-employment background and drug testing will be conducted on the successful candidate. Additional information may be required of candidates throughout the screening and selection process, or upon its conclusion.

The Town of Clarkdale is an Equal Opportunity Employer (EOE), and a drug-free, smoke-free work environment. Direct questions to Human Resources at 928-639-2412.