



JOB POSTING – July 20, 2021
DEADLINE- August 3, 2021
Full Time Head Administrative Clerk
Personnel Department

Position Summary: The Head Administrative Clerk performs administrative and detailed clerical work in a diverse office that requires a high level of confidentiality. This position serves as a departmental liaison to other municipal offices, employees, retirees, the public, and contracted vendors. Responsible for the daily office routine that requires the ability to multi-task while effectively prioritizing responsibilities with frequent interruptions. Must have excellent interpersonal skills and be able to communicate in an effective, courteous and patient manner both orally and in writing.

Essential functions: Assists with maintaining confidential employee and benefits records in regards to (550+) employees and (925+) retirees; coordinates and processes new hire and separation of employment between municipal departments and insurance carriers; manages employee and retiree benefits to include group health and dental insurance, life insurance, and a Flexible Spending Account (FSA); manages departmental accounts to include but not limited to payment of services, unemployment, workers compensation claims; processes FMLA requests and CORI applications; responds to unemployment claims; updates the Personnel Department web page; supervises temporary seasonal employees, interns and senior tax volunteers; manages the Income Replacement Benefit for the Professional Supervisors Association; performs additional duties assigned by the Personnel Director. *The functions above are normal for this position. Other duties may be required and assigned. The essential functions or duties listed above are intended only as examples of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

Knowledge, skills, and abilities preferred: 3-5 years of experience in a similar or related municipal position with a strong understanding in employee and retiree benefits management, workers compensation, unemployment, new hire processing and separation of employment procedures; high level of comfort and familiarity with Microsoft Office (Word & Excel), MUNIS, Gmail, and internet; comfortable with vendor websites for enrollments, cancellations and updates; strong organizational skills with particular attention to details.

Education, or certifications: High school diploma or GED required, Associates degree in Human Resources or related field preferred.

Supervision: Reports to Director of Personnel.

Job Environment: Majority of work is performed under typical office conditions. Has frequent contact with city department heads, employees, and the public. Errors could result in delays or loss of service, monetary loss, and legal ramifications.

Physical Requirements: The physical demands of this position are similar to any typical office environment, which involves sitting for long periods of time and using office equipment including a computer and telephone. While performing the duties of this job, the employee is frequently required to stand, sit, and use hands. The employee is occasionally required to walk, reach with hands and arms, and talk or hear. The employee must occasionally lift and/or move up to 20 pounds. *The physical demands described above are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodation(s) if needed will be provided for the employee with the adequate strength, dexterity, coordination, and visual acuity in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.*

Fair Labor Standards Act (FLSA) status: Exempt

Employment status & Hours: Regular Full-time employment, 35 hours per week, Monday-Friday, 8:30 a.m. to 4:30 p.m.

Pay rate: \$36,249-\$40,764

Employee Benefits: Health, Dental, Life Insurance and Flexible Spending Account (FSA)

Please send a letter of interest and resume by email only to:

personnel@holyoke.org

NO PHONE CALLS OR WALK IN INQUIRIES

The City of Holyoke is an equal opportunity employer and does not discriminate because of age, ancestry, color, creed, disability, ethnicity, family status, gender, genetic information, marital status, military status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected category.