



TOWN OF BROOKFIELD
100 Pocono Road
Brookfield, CT 06804

JOB OPPORTUNITY

Recruiter/Contact:	Lisa Delp, Human Resources Assistant P.O. Box 5106, 100 Pocono Rd. email: ldelp@brookfield.org Brookfield, CT 06804 Fax: 203-775-4068
Posting Date:	July 26, 2010
Job Title:	HUMAN RESOURCES MANAGER
Department:	Human Resources
Job Description:	FULL-TIME HUMAN RESOURCES MANAGER The Town of Brookfield is seeking a full-time administrator to manage human resource functions, employee benefits, and provide assistance to the First Selectman as needed. Submit resume/and or application to the above listed office. <u>Applications/Resumes will be received until position is filled. Equal Opportunity Employer.</u>
Work Week:	Monday to Friday, 8:30am – 4:30pm
Skills Required:	Ability to organize and manage multiple tasks. Ability to develop and maintain positive and effective interpersonal relationships. Ability to produce effective written communications. Ability to achieve positive results during formal/informal negotiations. Ability to effectively and efficiently utilize MS Office Suite, including database management.
Education Required:	Bachelor degree preferred. Municipal HR experience preferred.
Licensure Requirement(s):	N/A
Union or non-union position:	Non-Union

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit at a desk or stand and work continuously for extended periods of time, including extensive fieldwork. The employee is required to stand, walk, sit, bend, stoop and kneel. The employee is frequently required to reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include vision, distance vision, and the ability to adjust focus.