



Job Title	Human Resources Manager	Prepared By	Michele Boni
Department	Administration	Prepared Date	6/23/2026
Reports To	Township Administrator	Approved By	Board of Trustees
FLSA Status	Exempt	Approved Date	7/1/2026
Telework Eligible	Yes	Supervises	None
Work Schedule	Full-time	Salary	\$66,560-\$74,880 Annually

Job Summary

The Human Resources Manager is primarily responsible for the “employee experience”. Creates and administers policies and programs that attract, retain and reward top talent. Drives employee engagement efforts and assists leadership with people strategies. Manages the administration of employee benefits and supplemental programs.

Essential Functions

1. Manage the full employee lifecycle from hire to retirement/termination and responding to employees’ questions in a timely manner. This includes hiring, onboarding, training and development, performance management, discipline, and offboarding.
2. Coordinate the administration of employee benefits which include all health and welfare plans. Processes all enrollments, changes and terminations.
3. Supports the Fiscal Office in the payroll process, and other related responsibilities.
4. Maintain healthy employee relations and mediating where necessary.
5. Stay current with the ever-changing labor law landscape ensuring compliance and training staff and leadership as appropriate.
6. Contribute to the Collective Bargaining process through research and sound negotiation skills.
7. Responsible for the administration and continuous improvement of the total rewards program.
8. Monitor training needs and coordinate opportunities as needed.
9. Manage workplace safety and the BWC process minimizing cost and ensuring applicable policies are followed.
10. Lead annual handbook review, updating policies for legal compliance and alignment with core values.
11. Attend meetings and hearings of the Board of Township Trustees and other related Boards/Committees.
12. Other duties as assigned.

Education, Experience and KSA’s

1. Bachelor’s degree in Human Resources, Business or related field required.
2. Two (2) years relevant HR experience required, four (4) or more preferred.
3. Public sector and/or collective bargaining experience preferred.
4. Human Resources Certifications such as PHR/SCHR-CP or SPHR/SHRM-SCP are preferred.
5. Advanced knowledge of Federal and State employment laws.
6. Advanced knowledge of HR best practices.
7. Intermediate skill in the administration of benefit plans and procedures.
8. Advanced skill in Microsoft Office.
9. Basic skill in database management and analytics.
10. Advanced skill in proper interviewing techniques.
11. Advanced ability to identify and manage one’s own emotions, as well as the emotions of others – high degree of emotional intelligence.

12. Advanced ability to communicate well to a wide range of audiences.
13. Advanced ability at mediating challenging and complex people issues.

Physical, Mental and Environmental Requirements

1. Constantly required to stand or sit for prolonged periods.
2. Occasionally required to stand, walk or move about.
3. Constantly communicates with others to exchange information.
4. Constantly uses repetitive motions that may include the wrists, hands and/or fingers.
5. Occasionally required to lift and/or move up to 20 pounds.
6. Must be able to concentrate for extended periods of time paying close attention to detail.
7. Works in a normal office environment.
8. Must satisfactorily complete a drug screen and background investigation.
9. Works under administrative direction with broad management responsibility for a large program with minimal direction towards long-range, strategic goals and are reviewed in terms of results.

ACKNOWLEDGMENT OF RECEIPT OF JOB DESCRIPTION

This job description is intended to convey information essential to understand the scope of the job and the general nature and level of work performed. However, this is not a complete list of qualities, skills, efforts, duties, responsibilities or environmental conditions associated with this position.

This job description can be changed at any time by the Board of Township Trustees of Orange Township, with or without notice. This job description is not an employment contract, express or implied. All employees, unless under a Collective Bargaining Agreement or similar contract approved by the Board of Trustees, is an at-will employee and either the employee or Orange Township can terminate the employment relationship at any time (for any reason or no reason). No representative of Orange Township has the authority to enter into an agreement with an employee that is contrary to the foregoing. I acknowledge that I have received and reviewed this job description and have been provided the opportunity to discuss the scope of this position and requirements.

Employee:		Date:	
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