

## County of Houghton, Michigan

### Job Opening: HR & Operations Manager

**Job Title:** HR & Operations Manager

**Location:** Houghton County Courthouse, Houghton, Michigan

**About us:** Nestled in the heart of Michigan's Upper Peninsula, Houghton County, is a blend of history, natural beauty, and a strong community spirit that creates an inviting atmosphere for both residents and visitors. The County, which encompasses the charming City of Houghton, which serves as a gateway to the natural wonders of the area, including the breathtaking shores of Lake Superior, dense forests, and rolling hills. The County is also home to a national leading Research University, Michigan Technological University, which infuses the area with youthful energy and a commitment to innovation. Having a University of this caliber here, plays a vital role in the local economy, and provides cultural life, events, lectures and activities that help to enrich the community.

**Position Overview:** The County HR & Operations Manager will be responsible for overseeing the daily operations of County Departments, including working with Elected Officials, Department Heads and all County Employees, as directed by the County Administrator. This role requires a proactive individual who can handle multiple tasks, maintain confidentiality, and communicate effectively.

**Key Responsibilities:** Included but not limited to the following:

- Lead all personnel and employee matters under the direction of the County Administrator.
- Work with Department Heads, Elected Officials, and Community Members for a wide variety of tasks and responsibilities.
- Assist with grant execution, grant writing, and grant seeking.
- Lead as the County's HR Manager, ensuring accurate employee records, including new hires, terminations, and changes in employment status.
- Manage FOIA requests and the satisfaction process, including receiving, tracking and responding to requests in a timely manner as directed by the County Administrator.
- Respond to employee inquiries regarding HR policies, benefits, and procedures.
- Prepare and provide assistance with the distribution of HR-related communications, including memos and policy updates.
- Ensure compliance with applicable laws and regulations, including tax withholding and reporting.
- Assist with Payroll related functions; processing of time cards and other duties as assigned by the County Administrator.
- Collaborate with the County Administrator to develop and manage budgets
- Provide administrative support, including preparing reports as directed by the County Administrator.

**Qualifications:**

- Bachelor's degree in Human Resources, Business Administration, Accounting, or related field preferred.
- Master's degree or equivalent experience is preferred.
- Previous experience in HR support, accounting functions, and administrative roles.
- Strong organizational skills and attention to detail.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Ability to maintain confidentiality and handle sensitive information.
- Strong problem-solving skills and a proactive approach to tasks.
- Team-oriented with a positive attitude.

**What we offer:**

- An excellent and comprehensive healthcare and fringe benefit package, including access to the County's 4 Blue Cross Blue Shield plans on the first day of employment.
- A 5% Defined Contribution MERS Retirement Plan.
- A negotiable salary of \$58,000 to \$72,000 will be dependent on the qualifications, education, and experience of the successful candidate.

**How to Apply:**

Interested candidates should submit their application, resume and cover letter to Houghton County Administrator Chelsea Rheault; 401 E Houghton Ave, Houghton, MI 49931, or email the requested documents to [chelsea@houghtonCounty.net](mailto:chelsea@houghtonCounty.net). All applications must also complete an application for employment, which is located under the "Employment" tab on the County website: [www.houghtonCounty.net](http://www.houghtonCounty.net)

**Application Deadline:**

Please submit accurate and complete applications by November 8<sup>th</sup>, 2024