



## **SYLACAUGA HOUSING AUTHORITY NOTICE OF CAREER OPPORTUNITY 9/14/2018**

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Sylacauga (AL) Housing Authority (SHA) is seeking a qualified applicant for its **Human Resources Officer** (HRO) position. Under the supervision of the Executive Director/ CEO, the HRO leads and directs the Human Resources Division of the SHA that includes creating and sustaining a private-sector housing organizational culture that emphasizes empowerment, quality, productivity, high-performing standards, goal attainment, and the recruitment and ongoing development of a talented workforce. The HRO works to ensure proper administration of the SHA Human Resources Division that include the following activities: personnel policies, state and federal labor laws; payroll and employee benefits management, risk management, personnel actions, wellness initiatives, tuition reimbursement program, employee complaints and grievances; job descriptions, performance evaluations, and performance plans; salary studies and salary increases, oversee and monitor staff training; disciplinary actions, employee separations, including resignations, layoffs, transfers, succession planning and retirements.

Sylacauga Housing Authority has 626 units of public housing and is located in Talladega County in east-central Alabama.

Qualified applicants will possess a Bachelor's Degree in human resources management, business administration, management, public administration, personnel management, or a closely related field from an accredited college or university. Five years of progressively responsible human resources management experience performing duties related to this position and administrative experience in human resources, employee and labor relations, and risk management administration. Certification as a Society for Human Resources Management (SHRM) CP or SCP is highly desirable.

Demonstrated understanding and knowledge of federal and state employment laws, including EEO, AA, FLSA, FMLA, ADA, OSHA, COBRA, HIPPA, WC, etc. Work experience at a public housing authority, non-profit housing, rural housing, or governmental affordable housing agency is highly desirable.

To apply for this position, please submit a current cover letter and resume by mail to the Sylacauga Housing Authority, Attn: Human Resources, P.O. Box 539, Sylacauga, AL 35150 or by email to [hr@sylacaugaha.com](mailto:hr@sylacaugaha.com).

Any offer of employment will be conditioned upon successful completion of a background check and drug test.

Sylacauga Housing Authority is an Equal Employment Opportunity Employer which selects the individual who is the best match for a position based on job-related qualifications without regard to race, color, creed, sex, national origin, religion, sexual preference, age, disability, or another protected group status.

The Position is Open Until Filled