



The City of Clinton, TN is seeking qualified candidates for the newly established position of:
Human Resource Manager.

How to apply:

Applications ([click here](#)) will be accepted through close of business June 15, 2018.

Email application, along with a cover letter and résumé to: gcook@clintontn.net

The City of Clinton, a Home Rule Charter city, was incorporated November 1, 1801 and lies along the beautiful Clinch River in Anderson County, TN. The city serves a citizen population of approximately 10,000 and employs over 100 full time, and 30 part-time and seasonal employees. The governing body is comprised of a mayor, vice mayor, and five councilmembers; the city management team reports to the city manager.

The newly established position of Human Resource Manager will report directly to the city manager, and will be responsible for providing full-scope human resource services to fellow department heads, employees, and elected officials. Typical duties will include: development and administration of various technical phases of the city's personnel program, including policy development and administration; risk management; benefits administration; recruitment, selection, and placement; position classification and pay; employee relations programs, performance management, employee development, and workforce diversity; and providing advice to city management and personnel. The successful candidate will be a self-starter with a change-agent mindset, and will be adept at collaboration with individuals on various levels of responsibility.

The ideal candidate will have:

- Five (5) to ten (10) years of experience in a supervisory/managerial role in human resources in a comparably sized organization; local government experience is strongly preferred, but not required;
- A bachelor's degree in human resources, business, public policy, or comparable, from an accredited college or university - or equivalent experience; and
- One or more of the following certifications: PHR/SPHR, IPMA-CP/SCP; or be eligible to obtain certification within two (2) years following appointment.

The city provides a comprehensive benefits package, including 100% contribution of the employee's portion of premiums for health, dental, and vision insurance; State of TN retirement participation (TCRS); State of TN 457(b) participation; 401(k) with partial match; life insurance to 4.5 times salary; paid vacation leave; paid sick leave; paid holidays; and voluntary supplemental benefits packages.

The hiring range for the position is from \$59,477 to \$74,349 annually, DOE.

The City of Clinton, TN is an Equal Opportunity Employer