



# MORRISTOWN PARKING AUTHORITY

## Job Posting

### **Human Resource Manager**

Classification: Full-time, Exempt

Salary: \$86,000 - \$120,000 per year

We are seeking a dedicated and experienced Human Resources Manager to join our team. This position performs all human resources functions and is responsible for fostering a positive workplace culture, ensuring compliance with labor laws, and implementing effective workplace policies.

Interested candidates should email a resume and cover letter with salary expectations to [resume@mpanj.org](mailto:resume@mpanj.org) with the subject line of the position.

### **Key Responsibilities**

- Performs human resources functions including recruitment, onboarding, training and development, employee and labor relations, compensation, benefits, and payroll.
- Advises and trains managers in best employee relations practices and strategies for managing supervisory problems and employee grievances. Develops training as needed.
- Handles discipline in accordance with company policy. Oversees employee disciplinary meetings, terminations, and investigations.
- Recruits, interviews, hires, and trains new staff.
- Oversees employee onboarding, ensuring that new employees are provided with relevant training information.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs.
- Oversees benefits and pension administration, ensuring it is administered properly.
- Oversees the payroll process, ensuring payroll is administered properly.
- Reviews and approve paid time off and final sign off for PTO approval.
- Maintains employee records.
- Works with management to create learning and development programs. Organizes and delivers training as needed.
- Conducts annual evaluations and develops testing for staff to demonstrate understanding of their job.
- Reviews employee handbook and makes change recommendations.
- Stays up to date on changes in state and federal employment laws and regulations.

### **Knowledge, Skills & Abilities**

14 Maple Avenue, Suite 101  
Morristown, NJ 07960

Tel. No. (973) 539-4810 Fax No. (973) 539-7114

E-Mail: [resume@mpanj.org](mailto:resume@mpanj.org)

- Excellent verbal and written communication skills.
- Excellent interpersonal, organizational, analytical, and problem-solving skills.
- Thorough understanding of dispute resolution and compensation administration.
- Ability to remain tactful, calm, and persuasive in controversial and/or confrontational situations.
- Ability to act with integrity, professionalism, and confidentiality.
- Proficient in Microsoft Word, Excel, Outlook and PowerPoint.
- Ability to work outside normal business hours when needed.

### **Qualifications**

- Bachelor's degree in Business Administration, Human Resources, or a related field.
- A minimum of three years of human resources experience.
- A minimum of two years of management experience.
- Experience in the public sector preferred.
- PHR, SHRM-CP or SHRM-SCP preferred.

**The Morristown Parking Authority offers excellent benefits for our full-time employees, including: Referral Program, Employee Discounts, Employee Assistance Program, Professional Development Assistance, Sick, Personal, and Vacation Leave, NJ State Pension Program and Health Benefits.**

The Morristown Parking Authority is an equal-opportunity employer.