The Drexel Heights Fire District is currently accepting applications to fill a newly created Human Resources Manager position. It is anticipated that this Manager will provide HR related services for both Drexel Heights as well as Green Valley Fire District.

Position Code: 111  
Department: Administration  
Step Range: 35-45 ($61,931—$79,277)  
FLSA: Exempt

Position Summary

The Human Resources Manager plans and directs the human resources section in the administration of comprehensive human resources programs including employee relations, classification and compensation, benefits and leave management, performance management, recruitment and selection, policy development, legal compliance, and recordkeeping. The Manager exercises considerable analytical and independent judgment with regard to applying a broad scope of human resource management knowledge and practices. Work is performed under the supervision of the District Administrator & Fire Chief.

Minimum Qualifications

1. Bachelor’s Degree in Human Resource Management, Business Administration or closely related field.
2. Five (5) years of increasingly responsible, comprehensive, experience in the field of Human Resources.
3. Human Resources management experience in a fire district or local government.
4. Professional Human Resources (PHR)/SHRM-CP. HRCI, IPMA-HR Certification.
5. Must possess or be able to possess a valid Arizona Driver’s License.
6. No felony convictions or disqualifying criminal histories within the past ten (10) years.

Preferred Qualifications

1. Master’s Degree in Human Resource Management or a closely related field.
2. Senior Professional Human Resources (SPHR)/SHRM-SCP Certification
3. Prior employment with a fire district in Arizona.
4. Experience using Aladtec.
5. Ability to communicate in both English and Spanish.

*All job offers will be contingent upon successful completion of a drug screen, clear background, fingerprinting and clear driving record.

A full job description and the application can be found at www.drexelfire.org.