



DEPARTMENT: Human Resources

POSITION: Human Resources Specialist (Benefits)

TYPE: Full-time (35 hrs/week)

SALARY: \$48,110 - \$52,076 (range depending on experience)

BENEFITS: Full Benefits

CLOSING DATE: Open until filled



Overview: We are Salisbury, Maryland, and our town was born from the headwaters of the Wicomico River. This special place, nestled squarely between the beaches and the bay, has been attracting people to its stunning location for almost 300 years. Now one of the largest cities on the peninsula, Salisbury serves as the *Capital of the Eastern Shore*, combining vibrant economic opportunity, quality public education, world-class healthcare, reinvigorated environmental stewardship, globally known corporations, and an energetic and inspiring team of community leaders, to chart its own course, and craft a sound plan for its future.

Department: The Human Resources Department provides services that support employees as they grow their careers, navigate life's changes, and go the extra mile for our community and one another. The HR team includes the Director, HR Specialist, Risk Manager and Administrative Assistant. The Department is responsible for compensation and benefits, recruitment and retention, and employee policy development for all 12 City departments.

Profile:

The Human Resources Specialist performs professional human resources work in the development and administration of programs such as benefits, retirement, compensation, Family Medical Leave, processing documentation and other duties as assigned. Work involves interpreting, explaining and applying laws and offering guidance and direction to employees and leadership.

Preferred Education: Bachelor's degree in human resources, communications or a related field.

Preferred Experience: At least two years of benefits experience required. Excellent written and verbal communication skills and interpersonal skills are essential.

How to Apply: Submit City application, cover letter, driving record and resume to the following address or apply online at www.salisbury.md/apply

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.