



## VILLAGE OF ARLINGTON HEIGHTS, ILLINOIS EMPLOYEE BENEFITS COORDINATOR

GovHR USA is pleased to announce the recruitment of candidates and selection process for the next Employee Benefits Coordinator for the Village of Arlington Heights.

Arlington Heights, IL (75,100) is a thriving, established community that has successfully blended its rich history with progressive development. This highly regarded Village provides its residents and visitors with an abundance of cultural, educational, recreational and entertainment opportunities. Located 25 miles northwest of downtown Chicago, Arlington Heights is home to the Arlington Park Race Track and has an energetic downtown where residents gather nightly to dine in a wide variety of restaurants and enjoy a number of cultural amenities. A family-oriented community, residents enjoy high quality municipal services, beautiful parks and open spaces, a variety of recreational options and commercial areas that provide numerous retail opportunities.

The Village of Arlington Heights is a home rule municipality that operates under the Council/Manager form of government. The Mayor and eight members of the Board of Trustees are elected at large, on a non-partisan basis for four-year terms. The Board appoints a Village Manager to administer the policy set by the Village Board. Arlington Heights is a fiscally strong community with a \$180M total budget and 428.5 FTE's with two labor unions.

The Employee Benefits Coordinator will be responsible for providing support in all areas of Employee Benefits and general Human Resource functions including: benefits administration, employee onboarding, wellness related matters, compliance, FMLA / COBRA administration, and employee relations.

Qualified individuals will be expected to have a strong background in Human Resources, including experience with federal and state requirements and regulations affecting benefit plans and provision. Successful candidate will possess strong writing and analytical skills and have knowledge of HR Management programs and technology, as well as a demonstrated ability to work with HRIS software.

### Minimum Qualifications:

- Bachelor Degree in Human Resource Management, Industrial Relations, Business Administration or related field
- 3 years progressive experience in Human Resources including administration and compliance in benefits, IMRF, ICMA and FLMA;
- Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- Professional certification in Human Resources preferred (PHS/SPHR OR SHRM-CP/SHRM-SCP).
- Experience with payroll and accounting functions preferred.

The starting salary range is \$78,900-\$90,000. Salary DOQ. A comprehensive benefit package includes participation in the Illinois Municipal Retirement Fund (IMRF), health insurance including medical, dental, and vision coverage (also available to dependents), life insurance, flexible spending account and voluntary participation in a deferred compensation program. The Village also offers paid vacation, holidays and sick days.

Candidates should apply online immediately with a resume, cover letter and contact information for three professional references. First review of candidates shall occur on November 13, 2017.

[Click HERE to Apply!](http://www.GovHRUSA.com/current-positions/recruitment) ([www.GovHRUSA.com/current-positions/recruitment](http://www.GovHRUSA.com/current-positions/recruitment))

For Questions Contact:

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*The Village of Arlington Heights is an Equal Opportunity Employer*