



**CITY OF SELMA**  
**INTERNAL/EXTERNAL JOB POSTING**

The following position is available with the City of Selma. Applications are available in the Personnel Department located at City Hall, 222 Broad Street, Selma, AL 36701. Please contact the Personnel Department at (334) 874-2110 with any questions. Email your resume to: [lrutledge@selma-al.gov](mailto:lrutledge@selma-al.gov).

**TRANSFER REQUEST, APPLICATIONS AND RESUMES ACCEPTED UNTIL FILLED**

**FRINGE BENEFITS INCLUDE INSURANCE RETIREMENT, HOLIDAYS, PAID VACATION AND SICK LEAVE.**

**Position:** Human Resources (HR) Generalist  
**Reports to:** Human Resource/ Personnel Director  
**Subordinate Staff:** None  
**Department:** Human Resource/ Personnel  
**Location:** 222 Broad Street Selma, Alabama 36701  
**Status:** Regular, Full-time  
**Schedule:** Monday – Friday  
**Rate of Pay:** \$15.00 - \$17.00 per hour

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

External Contacts: General Public; City of Selma Personnel Board; City Council; Schools; Community and Civic Groups; Workers and Unemployment Compensation Organizations; Insurance Agencies; Attorneys; Media Sources; Alabama Department of Human Resources (DHR); Alabama League of Municipalities (ALM); Alabama Association of Public Personnel Administrators (AAPPA); International Public Management Association for Human Resources (IPMA-HR)

**Job Summary**

Under the general supervision of the HR Director, this employee provides professional personnel services for the City and its employees. The employee functions within established policies, procedures, and processes, and remains in compliance with all federal and state laws, as well as with the personnel policies and procedures set forth by the City, and through City ordinances. The employee consults with the Director and provides human resource-related counsel to department heads and employees on employment and personnel matters and remains current and up to date on laws that affect the City. The employee maintains centralized and official HR functions for the City. The employee consults on, and, in accordance with the Director, administers personnel programs, actions, workers' compensation, and ensures that appropriate records and documents are maintained in a secure and confidential manner. Performs other tasks as assigned, in support of the personnel functions. This employee is required to make appropriate and responsible decisions on routine personnel matters and refers complex or difficult situations to the Director. This job is considered security-sensitive and is subject to a pre-employment background check.

## Essential Functions

**ESSENTIAL FUNCTIONS:** The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the Americans with Disabilities Act (ADA) must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

**ESSENTIAL FUNCTION: HR Generalist Duties. Serves as a professional human resources generalist and reference point in providing personnel services and programs for the City and its employees.**

1. Coordinates work based on priorities as established by the director of the HR department.
2. Maintains communication with and updates the director regarding work matters and accomplishments on a daily basis.
3. Represents the department and the City in a positive and professional manner.
4. Performs all personnel work functions in accordance and compliance with applicable federal and state laws, and with City ordinances, to include the Department of Labor (DOL), Fair Labor Standards Act (FLSA), ADA, Equal Employment Opportunity (EEO), and Family and Medical Leave Act (FMLA), as well as others.
5. Maintains the City's central repository of all official employment and personnel documents upon which decisions are made. Ensures that documents are secured, and confidentiality is maintained.
6. Implements HR and employee relation programs, processes, and policies.
7. Prepares for and conducts employee orientation, training, safety, and drug-free and harassment-free workplace programs, as well as others as needed and assigned.
8. Attends and participates in meetings as requested; advises on personnel and HR-related matters.

**NON-ESSENTIAL FUNCTION:**

Performs other job-related duties as required or assigned.

### Minimum Qualifications

1. Possess a bachelor's degree in human resources or personnel management from an accredited university or college; a master's degree is preferred.
2. Minimum of two (2) years of professional work experience in human resources management.
3. Minimum of one (1) year of professional work experience in municipal or county government or with the general public is strongly preferred.
4. Possess or the ability to obtain and maintain AAPPA certification within a designated period of time.
5. Possess a current and valid driver's license; must be insurable.
6. Ability to work non-standard and extended hours.
7. Ability to travel overnight to attend meetings and training programs.
8. Ability to pass a pre-employment background check.

### Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

### Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

*The City of Selma is an Equal Opportunity Employer*