



**POSITION OPENING  
HUMAN RESOURCE AND PAYROLL COORDINATOR**

The City of Silver Bay is accepting applications for the full-time position of Human Resource and Payroll Coordinator to provide oversight of human resources for the City within the City Administration office, including recruiting, onboarding, setting up new employees for payroll and benefits, processing timecards for payroll, evaluating and recommending modifications to employee benefits, employee relations, employee engagement, collective bargaining, training coordination, maintaining personnel records, providing guidance when discipline is needed, and other human resources functions as needed. This person will be a team player with the ability to collaborate and implement effective customer service and maintain a positive and effective working relationship with Council, Commissions, Businesses, Residents, and Staff.

Applicants must have graduated from high school or equivalent, have an Associate Degree in Human Resources or related field, one year experience working in human resources, or an equivalent combination of education and experience. HR certification (SHRM-CP or PHR), experience in Payroll and Human Resources, and knowledge of the principles and standard practices in the field of personnel administration and labor relations desired. This is a full-time supervisory position with competitive wages and benefits. 2024 wage range, depending upon qualifications, is \$24-\$30/hour. Application and full job description with qualifications are available online at [www.silverbay.com](http://www.silverbay.com), by calling 218-226-4408, or emailing [lanaf@silverbay.com](mailto:lanaf@silverbay.com). Completed applications with original signature should be returned to City Hall, 7 Davis Drive, Silver Bay, MN 55614. Resumes are considered a supplement to the required city application. Required city applications are asked to be returned to the City Administrator by 4:00pm on November 27, 2024; however, applications will be accepted until the position is filled. EEO/AA