

# JOB OPPORTUNITY CITY OF MANASSAS

## HR BUSINESS PARTNER - TALENT

Starting Salary: \$56,000 - \$70,000/DOQ

*Customer Service. Stewardship. Honesty. Integrity. Respect. Teamwork.* Do you share our Core Values? Our HRBP's focus on Talent Acquisition, Engagement, and Development is the perfect opportunity for an experienced professional to guide our efforts to recruit, develop, engage, and retain a diverse workforce. This energetic, organized member of the HR team ensures the City operates professionally and compliantly, leveraging our core values, engaging our talent and creating a best in class culture. The HRBP is a strong organization champion who will partner with hiring managers, supervisors, and employees to ensure that our organization supports a rewarding employee experience. From position development, to recruitment to onboarding and beyond, our HRBP will serve as an approachable, available and responsive coach and mentor to employees and managers, and have an "ear to the ground" within our organization to provide input into making improvements upon our systems and processes.

Our HRBP will lead Talent Acquisition efforts via the creation of requisitions & job postings, applicant tracking, interview & panel selection, ensure a seamless transition from candidacy to employee, and support the pre-employment and on boarding process with all new hires. In coordination with the HR Director, the HRBP will promote Engagement and Development utilizing systems and processes to support managers and supervisors in career mapping, performance management, and development of their teams.

As part of the credentialed City HR Team, our HRBP will be presented with opportunities to facilitate in-house training sessions, enrich our current processes, and network with other HR professionals to continually seek out and enhance our City solutions that support and optimize our most valuable resource.....our City employees! Our HR team members are hands-on professionals who thrive in a fast-paced environment where versatility and tact are essential to ensure we are responsive to the needs of our employees. This position is also telework eligible on a hybrid schedule, offering an incredible work-life balance experience.

This position is open to **experienced HR professionals** with minimally a Bachelor's degree in Human Resources, Public Administration or related discipline supplemented by four (4) years of progressively responsible direct human resources experience; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. SHRM-CP, IPMA-CP, or PHR certification preferred; prior experience in Virginia local government a plus. Must have excellent communication skills with the ability to quickly build rapport with others; strong organizational skills with demonstrated attention to detail; experience with applicant tracking software and online recruitment strategies; solid PC skills and experience working with the MS Office Suite (Outlook, Word, Excel, PowerPoint) are a must; experience using NeoGov and Tyler Munis HRIS are a plus.

If you're ready to take the next step in your career and join a progressive, award-winning organization, apply immediately. **To apply, complete the City application at <http://www.manassascity.org/jobs>** Initial reviews to begin September 14, 2021. Priority will be given to those that apply quickly.

**EOE**