

Human Resources Manager – City of Millersville

To apply please contact hr@cityofmillersville.com

The City of Millersville is seeking a **Human Resources Manager** to lead and oversee all HR functions, from recruitment and employee relations to policy development and compliance. Reporting directly to the City Manager, this pivotal role supports our workforce and ensures our organization operates with fairness, integrity, and alignment with legal requirements.

What You'll Do

- Lead full-cycle recruitment and onboarding to attract top talent.
- Partner with leadership to support staffing needs and succession planning.
- Foster positive employee relations by addressing workplace concerns, guiding conflict resolution, and promoting fair practices.
- Ensure compliance with labor laws and regulations (FLSA, FMLA, ADA, EEO).
- Manage policies, records, investigations, and public records requests with professionalism and discretion.
- Engage with employees and external stakeholders on benefits, organizational changes, and workforce development.

What We're Looking For

- A proven leader with **3+ years in a supervisory or management role** (government/public sector experience preferred).
- Strong knowledge of HR practices, employment laws, and compliance standards.
- Excellent communication, problem-solving, and organizational skills.
- Bachelor's degree in Human Resources (or related field) *OR* equivalent experience/certification.
- Professional HR certification (PHR, SPHR, aPHR) or willingness to obtain within 6 months.

Why Join Us?

As part of the City team, you'll have the opportunity to influence workplace culture, shape HR policies, and directly support the employees who serve our community. This is more than a management role—it's a chance to contribute to the well-being and success of our organization and residents.