



The City of Paris, Kentucky Invites applications for the position of: **HUMAN RESOURCES MANAGER**

THE CITY

PARIS, KY (Population: 10,089) is a home-rule city in Bourbon County, Kentucky. It lies 18 miles northeast of Lexington on the Stoner Fork of the Licking River. Paris is a historic, spirited, and evolving community with small town hospitality.

Paris has the following departments: Police, 911, Fire, EMS, Electric, Transfer Station, Public Works, Wastewater Treatment, Water Distribution, Water Treatment, and a Combined Utilities office. Aiding the City Manager is the Assistant City Manager, City Clerk/Treasurer, and the Human Resources Manager.

The total budget for 2024 -2025 including all funds is approximately \$39.9 million between both General and Utility funds. When fully staffed, the city has 137 FTE employees with an additional 23 part-time/seasonal employees.

THE OPPORTUNITY

The City of Paris is seeking a Human Resources Manager who will bring a strong human resources background to the City. This person is responsible for all Human Resource functions including recruitment and selection, total compensation and benefits, employee relations, training and development, risk management, employment law adherence and all related policies, systems, and processes.

The successful candidate will have an excellent track record of building strong relationships with department heads, employees, and the public. The Human Resource Manager will support management by providing human resources advice, counsel, and decisions, analyzing information and applications. The selected candidate will need to provide consistent administration that requires attention to detail but be able research and advocate for progress.

The Human Resource Manager for The City of Paris requires an individual with proven effectiveness and quality leadership, exceptional communication skills, innovative and strategic thinking and problem-solving abilities, and effective use of technology.



HUMAN RESOURCES MANAGER

Position Closes: Open Until Filled



PREFERRED QUALIFICATIONS

- Bachelor's degree in Human Resources, Business, Public Administration, Organizational Development, or related field from an accredited University preferred.
- 4-6 Years of progressively responsible experience in all areas of Human Resource Management. Experience in public sector Human Resources preferred but not required.
- Professional certification such as PHR or SHRM-CP preferred.
- An equivalent combination of education, experience, and training will be considered.

COMPENSATION AND BENEFITS

- Anticipated hiring range between \$58k - \$70K
- Medical, Dental, and Vision benefits are available with city sponsored HSA or FSA
- City provided Life Insurance of salary x2
- Paid Vacation, Sick leave, and Holidays
- Retirement benefits are provided thru KPPA and the City offers 401(k), 457(B), and IRA plan.
- City sponsored onsite health Clinic and gym membership discounts



HOW TO APPLY

Interested candidates that meet our qualifications should submit their resume to jmiller@paris.ky.gov or thru [indeed.com](https://www.indeed.com)

The City of Paris is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check and drug screen.

RESOURCES

- www.paris.ky.gov

