

Position: Administrative Specialist & Human Resource Coordinator

Position Purpose:

The South Hadley Electric Light Department (SHELD), a municipal electric utility company with 8,000 customers and over a century of service to the people of South Hadley, MA, is seeking an Administrative Specialist & Human Resource Coordinator to provide administrative, human resources, and other support services to the General Manager and Municipal Light Board. The Administrative Specialist & Human Resource Coordinator also provides assistance to other Department Managers as needed.

Position Responsibilities:

A. Primary Duties

1. Oversee daily administrative functions to ensure efficient and compliant business operations.
2. Maintains custody of Department files, including personnel and labor relations files and non-financial records.
3. Draft confidential letters, policy memorandum, reports, and other documents as directed by Management.
4. Coordinate monthly Municipal Light Board meetings including booking the room/licenses, informing the Board, sending out the meeting documents in advance, attending all meetings, recording meeting minutes, and tracking and posting recorded minutes on the website when approved and released in compliance with state law.
5. Assists in the organization and posting specifications for procurement requirements (RFPs) with State regulations and the Department's bid policy.
6. Tracks crew licensing for renewals, schedule appointments and/or online applications for DOT medical cards and hoisting licenses.
7. Manage pole billing to Verizon, pole transfers online, and update plant pole records.

B. Human Resource Duties

1. Administer, interpret, and ensure compliance with Human Resources policies and procedures.
2. Post job openings, manage resumes, schedule interviews, keep personnel records.
3. Conduct onboarding of new hires from offer letter to Town Hall hiring documentation. Conduct first day onboarding session with appropriate SHELD paperwork.
4. Ascertain necessary yearly training courses for conflict of interest and anti-harassment.
5. Ascertain federal and state mandated licensing and safety courses in consultation with Operations personnel.
6. Work with Management and Legal on union contracts and personnel policy manual updates.
7. Ensure compliance with applicable federal and state employment laws and regulations.
8. Manage and track FMLA, Workers Comp claims, Motor Vehicle claims.
9. Maintain confidentiality of employee records.
10. Initiate and track yearly performance reviews.
11. Obtain and send benefits information from the Town to employees.

Miscellaneous:

1. Work with vendors on vehicle purchases, generate RMV registration paperwork to register new company vehicles, obtain plates from RMV.

2. Develop knowledge of and ensure adherence to Department policies and procedures.
3. Prepare miscellaneous reports for management, including reformatting.
4. Manage record retention program and files.
5. Perform all other ancillary assignments or duties as directed by the General Manager.

Reporting Relationships: The Administrative Specialist & Human Resource Coordinator reports to the General Manager.

Qualifications:

Education: High school diploma or equivalent. Bachelor's degree is preferred.

Related Experience: Minimum of five years of related experience in a general office environment.

Executive Administration and/or Human Resources coordination experience is preferred.

Job Knowledge/Skills Required:

1. Must possess strong organizational, administrative, and problem-solving skills;
2. Demonstrated ability to exercise independent judgment and discretion in Administrative and Human Resources matters;
3. Accuracy, attention to detail, multitasking;
4. Ability to communicate effectively, both verbally and in writing;
5. Must have excellent typing skills, Microsoft Office 365 skills including Outlook, Word, Excel, PowerPoint;
6. Must show discretion in handling confidential, sensitive, and proprietary information;
7. Must communicate in a professional and courteous manner with customers, public officials, and other utility personnel as a public relations representative of the Department;
8. Must be an effective team player with the ability to work independently;
9. Ability to manage multiple priorities effectively, adapt to changing priorities, and meet deadlines with minimal supervision.

The compensation range is \$75,000 to \$105,000 dependent on experience and education.

SHELD, South Hadley Electric Light Dept is an Equal Opportunity Employer conforming to all OSHA safety standards, federal and state regulations. Safety is of the utmost priority for the public and employees. This is a full-time on-site position with excellent benefits, including a Massachusetts Public Employee Pension Plan. Qualified candidates can apply for this position by submitting a cover letter and resume to Sean Fitzgerald, General Manager, sfitzgerald@sheld.org at South Hadley Electric Light Department.