

**CITY OF JOHNSTOWN, CAMBRIA COUNTY
ASSISTANT CITY MANAGER/HR DIRECTOR**

Resumes will be accepted until May 28, 2021 for the position of Assistant City Manager/HR Director. Johnstown is a Home Rule community, 5.8 sq. miles in southern Cambria County, 75 miles east of Pittsburgh, population 19,195, 95 FT and 10 PT employees, \$20 million budget. The successful candidate will be responsible for managing every aspect of the City's employment needs including overseeing the hiring process and ensuring that the City's personnel practices are in compliance with state, federal, and in-house regulatory requirements and procedures. The ideal candidate will have a Bachelor's Degree in Human Resources or related field, five (5)+ years' experience in a local government human resource department; 3+ years' experience in a HR leadership position; strong understanding of recruitment, the interviewing process, benefits administration, payroll and other HR functions; excellent communication, leadership, and planning skills. Salary up to a maximum of \$75,000 with full benefit package. Send resume with 3 professional references and salary history to: City Manager, City of Johnstown, City Hall Room 102, 401 Main Street, Johnstown, PA 15901.
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