



Director of Human Resources & Payroll

City of Charleston, Illinois

The City of Charleston is seeking a dependable, approachable, and people-focused professional to serve as its next **Director of Human Resources & Payroll**. This position oversees the City's payroll operations while supporting employees, supervisors, department directors, and City leadership in a broad range of human resources functions.

The ideal candidate will be accountable, collaborative, trustworthy, and organized, with strong attention to detail and a commitment to accuracy, confidentiality, and employee service.

Key Responsibilities

- Process bi-weekly payroll for all City employees, including the Recreation Department and Library.
- Ensure accurate payroll, employee time, leave balances, payroll taxes, quarterly reports, and unemployment reporting.
- Serve as the City's IMRF Authorized Agent and complete required IMRF functions.
- Administer employee benefits, including health, dental, vision, and life insurance, and serve as the primary contact with insurance carriers.
- Process workers' compensation claims, medical bills, and facilitate return-to-work programs.
- Support employee relations and conflict resolution, including disciplinary matters and collective bargaining activities.
- Coordinate recruitment, interviewing, job descriptions, employee training, and employee recognition programs.
- Maintain confidential personnel records and ensure compliance with applicable employment laws and regulations.

- Coordinate workplace safety programs, including the Safety Committee, Safety Bingo, DOT compliance, illness and injury reporting, and employee wellness programs.
- Administer LOA/FMLA and ADA requirements and coordinate the EAP program.
- Maintain and communicate City personnel and safety policies and procedures.
- Assist with insurance contracts, HR budgets, reports, and other administrative responsibilities.
- Attend City Council and management meetings as required.
- Perform other duties as assigned.

Desired Qualifications

- Bachelor's degree in Human Resources, Business Administration, Public Administration, or a related field required; master's degree preferred. A combination of relevant education and experience will be considered.
- Experience with payroll administration required.
- Experience with Tyler Technologies and Kronos timekeeping software preferred.
- Knowledge of HR practices, employee benefits, workers' compensation, workplace safety, and employment regulations.
- Strong communication, organization, problem-solving, and conflict-resolution skills.
- Ability to maintain confidentiality and build positive relationships with employees and leadership.

Personal Qualities

The successful candidate will be accountable, collaborative, trustworthy, organized, approachable, and professional. The City is seeking someone who listens, communicates clearly, follows through, and treats employees with fairness and respect.

Compensation & Benefits

The anticipated starting annual salary range is between \$85,000 and \$95,000 based on education and previous experience. This is a full-time, exempt position with the City. Charleston offers an extremely competitive and comprehensive benefits package that includes very affordable medical and dental coverage (also available to dependents), life insurance, Flexible Spending Account, and vacation leave. Charleston also offers paid

holidays, sick leave, professional development, and retirement through the Illinois Municipal Retirement Fund (IMRF).

Selection Process

Interested Candidates should apply online with a resume, cover letter, and contact information for five professional references by **October 28, 2026**.

Electronic submissions are required.

Apply at: apply@arndtmunicipalsupport.com

For questions contact:

James Arndt

217-500-0770

The City of Charleston is committed to compliance with the American Disabilities Act and is an Equal Opportunity Employer. Diversity and inclusion are critical to our success. We seek to recruit the most talented people from a diverse candidate pool and strongly encourage women, people of color, LGBTQ individuals, people with disabilities, and veterans to apply.