



Position Announcement HR Administrator

The Arapahoe Park and Recreation District is seeking a compassionate, enthusiastic and team oriented individual to serve as the full time HR Administrator for the Arapahoe Park and Recreation District/Trails Recreation Center.

The HR Administrator will be responsible for providing a wide scope of confidential HR administrative duties and supporting the Arapahoe Park and Recreation District/Trails Recreation Center in the areas of employee relations, payroll and benefits management.

This individual must have working knowledge of pertinent federal, state and local laws, codes and regulations related to employment. Excellent communication skills, well developed interpersonal, organizational, problem solving, verbal and written skills, ability to exercise discretion and confidentiality and tactfully handle sensitive matters, eagerness to learn and assume responsibility; computer knowledge required

Requires Bachelor's degree or major course work in human resources administration, public administration or related field and two years of full time work experience involving HR administration, payroll and benefits management; equivalent combination of education and experience resulting in the required knowledge, skills and abilities.

Hiring Range is \$50,000 - \$67,500 DOE/Q, plus a complete benefits package including health, medical, dental, vision, life and a pension plan. Interested applicants submit their resumes to the Arapahoe Park and Recreation District, Attention Julie Holmgren; juliehol@aprd.org; 16799 E. Lake Ave., Centennial, CO. 80016. Deadline date: Friday, June 21, 2019 5:00 P.M. MST. The Arapahoe Park and Recreation District is an Equal Opportunity Employer and ADA compliant.