

## **CITY OF HONDO JOB OPPORTUNITY**

### **PERSONNEL COORDINATOR**

The City of Hondo is accepting applications for a full-time Personnel Coordinator. This position works under the direction of the City Secretary.

The purpose of this position is to provide Personnel and Human Resources support to all City employees and retirees, and to provide support to the Finance Department. This is accomplished by completing the biweekly payroll process, handling the hiring process, reconciling personnel invoices, answering personnel questions, completing personnel forms, handling workers' compensation and liability claims, reconciling quarterly reports and maintaining the fixed asset inventory. A complete job description is available on the City of Hondo website at [www.hondo-tx.org](http://www.hondo-tx.org).

Applicants require knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two-year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school and over three years of experience in a similar line of work. Prefer someone with Human Resource experience.

The City of Hondo offers a competitive salary and an excellent benefits package. Interested applicants may obtain an application at the City of Hondo Personnel Office, 1600 Avenue M, Hondo, TX, or by visiting the City of Hondo website at [www.hondo-tx.org](http://www.hondo-tx.org). This position is open until filled with the first candidate review on Wednesday, June 13, 2018. The City of Hondo is an equal opportunity employer.