

City of Little Falls

**PAYROLL ADMINISTRATOR/BENEFITS COORDINATOR**

The City of Little Falls is accepting applications for a Payroll Administrator/Benefits Coordinator. This Union position will perform payroll administration and employee benefits coordination for all City employees, as well as extend support for administration staff. Interested individuals may apply for this position by printing an application off the City's website at [www.cityoflittlefalls.com](http://www.cityoflittlefalls.com) or picking up an application, completing and returning the application to City Hall no later than 5:00 p.m., Thursday, February 14, 2019. Minimum requirements include, but are not limited to, an Associate degree or equivalent in human resources, business administration, finance or business management or another related field; possession of or the ability to obtain a valid State of Minnesota driver's license within 60 days of hire date; and 3 to 5 years of payroll and/or personnel management experience. Preferably qualifications include Bachelor's degree in human resources, business administration, finance or business management; [Bachelor's or Master's degree may be substituted with years of working experience]. Starting pay for this position per the Labor Agreement is \$25.90 per hour.



POSITION DESCRIPTION  
**PAYROLL ADMINISTRATOR/BENEFITS COORDINATOR**

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**PURPOSE, SCOPE AND WORKING RELATIONSHIPS:** Under limited supervision of the Finance Officer and working in a team environment with the administration personnel, this position performs payroll administration and employee benefits coordination for all City employees, City Council, Volunteer Fire Department, seasonal and part-time staff. Work responsibilities extend to support for administration staff, and assistant the City Administrator in special projects as assigned.

Reports to: Finance Officer

Supervision: None

**DUTIES AND RESPONSIBILITIES:**

Payroll and Benefits Administration Duties

- Administering employee payroll.
- Administering employee health and welfare benefits.
- Acting as a liaison between employees and insurance providers.
- Ensuring the effective utilization of employer provided benefits.
- Answering employee requests and questions.
- Administering health and welfare plans, including enrollments, changes and terminations.
- Support employees filing worker's compensation claims.
- Engage with employees on system changes and updates.
- Coordinating and monitoring FMLA leave requests and requirements.
- Developing and maintaining job descriptions.
- Maintains confidential and non-confidential personnel files and records; ensures secure storage of all personnel records and dissemination of information in accordance with the Minnesota Data Practices Act (in consultation with the City Attorney); ensures compliance required by laws such as Fair Labor Standards Act (FLSA), Employee Retirement Income Security Act (ERISA), Family Medical Leave Act (FMLA), Health Insurance Portability and Accountability Act (HIPAA), etc.; and compliance with record retention requirements.

Administration Support Duties

- Drafts and updates personnel policies; provides communication to employees relating to personnel policies and practices.
- Coordinates the Safety Committee and represents the administration team on the safety committee.
- Assisting with new employee hiring processes.
- Assisting with performance reviews.
- Ensuring compliance with State and Federal employment regulations.
- Assisting with the recruitment and interview processes.
- Provides support for the front desk and City Hall reception as required.
- Provides backup support to the Utility Billing Clerk/Office Assistant and Accounting Clerk as appropriate.

### Administration Support Duties, continued

- Address data practices requests.
- Serves as notary public.
- Performs other related functions as assigned or apparent.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer, technology, and requirements of the job change.*

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of City policies, procedures, programs, rules and regulations.
- Knowledge of modern office methods, procedures and equipment.
- Knowledge of the principles and practices of effective employee human resources.
- Knowledge of the principles and practices of budget administration.
- Ability to read, understand, interpret and apply statutes, rules, regulations, ordinances, codes, policies, procedures and other operational guidelines and directives.
- Ability to operate a personal computer and various software applications.
- Ability to read, write, speak and understanding English effectively.
- Ability to communicate effectively, both orally and in writing.
- Ability to assess and prioritize multiple projects and work within deadlines to complete projects and assignments.
- Ability to establish and maintain effective working relationships with superiors, subordinate staff, City Council, other external agencies, and the general public.

### **MINIMUM REQUIREMENTS:**

- Associate degree or equivalent in human resources, business administration, finance or business management or another related field.
- Possession of or the ability to obtain a valid State of Minnesota driver's license within 60 days of hired date.
- 3 - 5 years payroll and/or personnel management experience.

### **PREFERABLE QUALIFICATIONS:**

- Bachelor's degree in human resource, business administration, finance, or business management.
- Bachelor's or Master's degree may be substituted with years of working experience.