

**City of Glenarden**  
**Human Resources Specialist (Part-Time)**  
**Job Post**

The City of Glenarden is presently accepting resumes for the Part-Time position of Human Resources Specialist. The Human Resources Specialist reports to the City Manager and the Council President; and is responsible for administering a variety of policies assisting employees in the areas of Personnel (advertising job positions, recruitment, processing applications, verifying employment/references and separation); Benefits (retirement/pension, health/life/disability insurance enrollment); Training; Employee job training, EEO/Sexual Harassment orientation; and employee OSHA education. Apprises the City Manager, City Treasurer and elected officials of changes in federal and State laws and regulations pertaining to employment-related matters.

The Human Resources Specialist should have two to three years related experience and/or training or equivalent combination of education and experience. Minimum of Bachelor's degree from an accredited institution, with a major preferably in Human Resources Management, Urban Planning, Political Science, Business Management or a related field. A Master's Degree in Public Administration, Business or Urban Planning is highly desired but not required. Excellent customer service skills. Demonstrated ability to work with confidential material. Some accounting knowledge. Working knowledge of computer and computer software skills including Microsoft Office Suite including Excel, Word, PowerPoint, and Outlook. Ability to use copier, scanner, telephone, and fax machine.

**Please submit your resume to Eddie Tobias at [etobias@cityofglenarden.org](mailto:etobias@cityofglenarden.org), [tjones@cityofglenarden.org](mailto:tjones@cityofglenarden.org) and Deborah Eason at [deason@cityofglenarden.org](mailto:deason@cityofglenarden.org), position will be open until filled. A full copy of the Position Description can be picked up from the James R. Cousins Jr. Municipal Center (Upper Level) at 8600 Glenarden Parkway, Glenarden MD, 20706.**