

	<p>South Whidbey Parks & Recreation District 5495 Maxwellton Rd. Langley, WA 98260 360-221-5484</p> <p>Employment Opportunity Human Resources Manager</p>
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Annual Salary Range \$ 81,904 -\$106,866 annual range
(Position typically starts at first step of pay scale)

Benefits: This position is in Grade 12 of the District's Step-in-Grade Salary Scale. WA State Department of Retirement Systems with Employer contributions, Medical and Dental Insurance (100% for employee, 80% for qualified dependents), Vacation & Sick Leave, AD&D, LTD

Status: Full-time/Exempt

Work Week: Typically Monday-Friday 8:30am-5:00pm

Posted: June 29, 2026

Closed: First review of applications August 3, 2026. Job open until filled.

NATURE OF WORK

Responsible for creating, implementing, coordinating and/or administration of all Human Resources programs, policies and procedures. Leads Human Resources initiatives and special projects. This person must exercise discretion and independent judgment in formulating and applying human resources and other management policies to non-routine and complex challenges.

REPRESENTATIVE DUTIES

- Create an HR Division within South Whidbey Parks and Recreation based on current policies and best practices
- Manage all components of Human Resources and Risk Management
- Ensure employees follow all policies and procedures
- Assess reports provided by staff to determine risk assessment and corrective actions.
- Suggest changes in policies and procedures based on employee and company needs
- Research compensation standards set by industry and governing bodies in order to create salary structures and administer employee benefits
- Create recruitment plans, interview schedules and evaluation standards in accordance with HR methodologies and labor laws
- Develop and track a training schedule for District employees by department needs
- Supervise all HR activities, communications, reports, requests and documents created and received by the team
- Attend inter-departmental meetings with other managers and directors
- Create and implement onboarding plan for new employees and independent contractors
- Assist with payroll and administration of benefits
- Oversee exit interviews and procedures
- Perform other related duties as assigned

KNOWLEDGE, ABILITIES & SKILLS

- Strong organizational, problem-solving, and analytical skills
- Strategic thinker who can see long-term goals and balance against short and intermediate term needs
- Ability to manage priorities and workflow.

- Ability to work independently and as a member of various teams.
- Strong interpersonal skills.
- Ability to prepare reports and company-wide business correspondence.
- Good judgement and discretion with confidentiality with the ability to make timely and sound decisions.

MINIMUM QUALIFICATIONS

- Bachelor's degree in human resources, business, or related field from a four-year college or university is required.
- Competent computer skills with proficiency in Microsoft Office Suite and familiarity with other systems and programs required to operate a high quality Human Resources division.
- Previous Human Resources experience is required.
- At least two years of previous experience in leading other Human Resources professionals is preferred.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Perform work activities that include reading and communicating with others in writing and orally.
- Work environments include: Indoor environmental conditions
- Required to work nights, weekends, holidays, and multiple shifts when needed.
- Possess personal qualifications including emotional maturity, willingness to cooperate with various organizations, respect for children and adults from various cultures and backgrounds, flexibility, patience, good personal hygiene, and physical and mental health that do not interfere with responsibilities.

APPLICATION PROCESS:

Interested individuals should submit a SWPRD job application (required), Cover Letter (optional) and Resume (optional) to:

South Whidbey Parks and Recreation District

- By Email
office@swparks.org
- By Mail
5495 Maxwelton Road (Mail)
- In Person
5476 Maxwelton Road Pod C, Room C2
Langley, WA 98260
SWPRD Office is open Monday-Friday 8:30am-4:30pm

Job description and application are available at Park Office or online at swparks.org/employment.

First screening of applications: August 3, 2026. Job open until filled.