



## City of Ocean Shores Job Announcement

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### Human Resources Specialist

Salary \$4,558-\$5,546/month

Exempt / Full-Time

The City of Ocean Shores, Washington is seeking highly motivated and qualified candidates for the position of Human Resources Specialist. The Specialist reports directly to the Mayor or designee, and assists the Mayor and Department Heads in administering uniform human resources policies, procedures, and programs. Work requires technical knowledge in personnel law and areas of human resource administration, including recruitment and selection, classification analysis, labor relations support, training programs, and assist with benefits administration. Provides information and assistance to City employees and the public regarding human resources. Exercises considerable discretion in processing important and highly confidential information.

Qualifications for this position include any combination of education and experience which demonstrates the required knowledge, skills, and abilities. A bachelor's degree in business, personnel, or a related field, and two years of direct human resources administration in the public sector is preferable.

For a full list of qualifications and requirements, see the job description posted below.

Application packets and a complete job description can be obtained at the links below or by contacting Crystal Dingler at (360) 289-3099 ext. 1.

**For a complete job description and application, visit [www.osgov.com](http://www.osgov.com)**  
or contact Crystal Dingler at 360.289.3099 ext. 1 or [cdingler@osgov.com](mailto:cdingler@osgov.com).

**Please submit 1) completed application, 2) résumé, and 3) cover letter to the Office of the Administrative Assistant in one of the following ways:**

- **In Person:** 585 Pt. Brown Ave. NW, Ocean Shores, WA
- **By Mail:** P.O. Box 909, Ocean Shores, WA 98569
- **By Email:** [smadison@osgov.com](mailto:smadison@osgov.com) □ **By Fax:** 360.289.3709

**Applications due by**  
**3:00pm on Friday, May 18, 2018**

Equal Opportunity Employer.