



## HUMAN RESOURCES MANAGER

Lehigh Valley Planning Commission (LVPC) and Lehigh Valley Transportation Study (LVTS) are seeking a highly motivated and detail-oriented Human Resources (HR) Manager to join their dynamic team.

The Human Resources (HR) Manager supports the human resources functions, contributing to the smooth operation and strategic alignment of the organization. The HR Manager works closely with leadership and staff across departments to manage personnel records, assist with payroll and benefits administration, support recruitment efforts, and ensure accurate documentation and reporting.

### ESSENTIAL DUTIES + RESPONSIBILITIES

Key responsibilities of the HR Manager include but are not limited to the following areas:

#### **Human Resources Administration**

- Administer compensation, payroll, and benefits programs
- Support recruitment, onboarding, and talent acquisition efforts
- Coordinate employee training, engagement, and wellness initiatives
- Maintain HRIS systems and employee records
- Assist with performance management, evaluations, and employee relations
- Develop and implement HR policies, procedures, and strategic initiatives
- Monitor and report HR metrics such as turnover and time-to-hire
- Ensure compliance with labor laws and organizational HR standards

#### **Executive and Strategic Support**

- Promote strong internal and external relationships and maintain trust and credibility
- Facilitate communication with Commissioners, municipal officials, developers, engineers, and LVTS members
- Handle sensitive and confidential correspondence and issues for the Executive Director and Administrative Team
- Support high-level initiatives and projects with organizational impact under deadline pressure
- Assist with project tracking, prioritization, and completion across multiple departments
- Keep the Executive Team informed of upcoming commitments and ensure proactive follow-up

#### **General Organization Support**

- Contribute to compliance and audit processes for both finance and HR functions
- Ensure adherence to regulations, internal policies, and reporting requirements
- Provide customer support internally and externally by providing information or directing the request to the appropriate team member.
- Operate office equipment (e.g., computers, copiers, phone systems)
- Perform office opening duties (e.g. activate lighting, ambient music, preparing shared spaces for employee use)

- Maintain inventory of office supplies and support procurement including errands related to office operations, facilitating the purchase and pickup of essential supplies.
- Support office equipment and coordinate repairs or upgrades as needed
- Support the planning and execution of organizational events and public engagements, including the annual event
- Manage incoming and outgoing mail and assist with bulk mailings
- Performs all other duties as assigned to support the efficient operation and mission of the LVPC/LVTS

## **KNOWLEDGE, SKILLS + ABILITIES**

- **Human Resources Knowledge:** Understanding of HR functions (compensation, benefits, recruitment, performance management, labor law), payroll systems, HRIS platforms, documentation, and regulatory compliance
- **Administrative & Operational Expertise:** Skilled in scheduling, correspondence, recordkeeping, meeting coordination, and office protocols; proficient in Microsoft Office, HRIS, financial software, and office equipment
- **Communication & Relationship Building:** Excellent written and verbal communication skills; professional and courteous with staff, stakeholders, and the public; able to build trust and credibility across teams and external partners
- **Analytical & Organizational Skills:** Capable of tracking metrics, producing reports, managing multiple priorities, and supporting strategic planning and project execution
- **Adaptability & Problem Solving:** Resourceful and proactive in resolving issues; flexible in dynamic environments; able to work independently and collaboratively with sound judgment
- **Confidentiality & Professionalism:** Trusted to handle sensitive information with discretion; consistently applies policies and maintains high standards of integrity

## **QUALIFICATIONS + MINIMUM REQUIREMENTS**

- Bachelor's degree in Human Resources, Business Administration, or a related field
- Minimum of five years of experience or any equivalent combination of education, experience and training
- Related professional certification is preferred
- Familiarity with HR processes including payroll, benefits administration, recruitment, onboarding, performance management, and compliance with labor laws
- Proficient in Microsoft Office 365 (Outlook, Teams, Word, Excel, Access, PowerPoint), Adobe Acrobat, and social media platforms
- Professional demeanor and customer service orientation in interactions with staff, leadership, and external partners
- Ability to lift, push, and pull a minimum of ten pounds to support office operations and event logistics

## **OTHER REQUIREMENTS**

Also, this position requires participation at some early morning, evening and weekend meetings. Valid driver's license required. Must be eligible to work in the United States of America.

## **SALARY + BENEFITS**

Grade 10 - \$77,506– \$112,383 per annum; excellent benefits.

The Lehigh Valley Planning Commission also, budgets for training and professional membership(s). The LVPC is active in the Society of Human Resource Management (SHRM), Public Sector HR Association (PSHRA) and Government Finance Officers Association (GFOA) among other local, regional, state and national allied organizations and initiatives. Team members are encouraged to participate with partner entities.

## **APPLY**

Only e-mail submissions to [jobs@lvpc.org](mailto:jobs@lvpc.org) will be accepted and must include:

- a. Current resume detailing your education and experience.
- b. Letter of interest describing how you meet the qualifications for this position and why you would like to be considered.
- c. Minimum of three (3) professional references with contact information.

**Position open until filled.** Review of applications and interviews will begin immediately.

## **TEAM COMMITMENT**

The Lehigh Valley Planning Commission is committed to creating a diverse environment and is proud to be an equal opportunity employer. The LVPC provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation or identity, national origin, age, disability, or genetics. In addition to federal law requirements, the Lehigh Valley Planning Commission complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment.

## **FURTHER INFORMATION**

In Compliance with the Immigration Reform and Control Act of 1986, applicants hired by LVPC must show acceptable proof of identity and evidence of authorization to work in the United States.

Persons with a disability who need assistance with their application or that need this announcement in an alternative format may call (610) 264-4544.

The Lehigh Valley Planning Commission is a government entity and the official planning commission for Pennsylvania's Lehigh and Northampton Counties. Under the umbrella of the LVPC, the Lehigh Valley Transportation Study (LVTS) serves as the federally designated Metropolitan Planning Organization, or transportation and infrastructure planning agency for the region, as well. The LVPC and LVTS balances the overall needs of the Lehigh Valley's communities from land use to transportation and parks and open space to housing needs to support a strong and growing community. Visit [www.lvpc.org](http://www.lvpc.org) for more information on the Lehigh Valley Planning Commission, our work program, products and services.