**Assistant Manager, Human Resources**

**Job Information:**

The position is a permanent full time state merit system position with the Port Authority in Mobile, Alabama. The official title for the position is Departmental Personnel Manager with a working title of Assistant Manager, Human Resources. It is a responsible management position reporting to the Vice President, Human Resources. This position is responsible for day-to-day personnel activities related to Authority’s merit system personnel and its unionized labor workforce.

**Major Duties Performed:**

* Manages the daily activities and programs for the personnel office.
* Responsible for recruiting and selection.
* Develops and implements personnel related policies and procedures.
* Resolves personnel issues, questions, and grievances.
* Coordinates personnel actions with the state personnel department.

**Minimum Requirements:**

* Bachelor’s degree from an accredited college or university in Human Resources Management, Personnel Administration, or a closely related field
* Four years of professional work experience in personnel administration.
* Ability to qualify for the state personnel Departmental Personnel Manager II, II or IV classification.
* Proficient business writing, communication, and organizational skills
* Possession of a valid driver’s license

**Benefits:**

* State retirement plan under the Retirement Systems of Alabama
* Optional deferred compensation plans through payroll deduction
* Low cost health and dental insurance plans through the State Employees Health Insurance Plan
* Thirteen paid holidays per year; generous vacation and sick paid time off

Interested applicants should submit a current resume through the link at the bottom of the careers page.