



JOB POSTING

Applications Accepted
Until Filled

Position: Staffing & Development Coordinator
Department: Human Resources
Employee Category: Full-Time
Hourly Salary: \$27.20
Work Schedule: Monday – Friday from 8:00AM – 5:00PM
To Apply: Applications available on our website www.bedfordtx.gov/hr or at City Hall Building B – 2000 Forest Ridge Drive. [Click here to apply.](#)

JOB SUMMARY: Responsible for all aspects of the employment process to include interviewing, testing and referring applicants to the various departments within the City of Bedford for various job openings. Also is responsible for coordinating the employee training and development programs.

MINIMUM QUALIFICATIONS:

- An Bachelor's degree in HR or related field from a 4 year accredited college or university ;plus minimum of three years of experience in a human resources generalist capacity; or equivalent combination of education and experience.
- A valid Texas Driver's License.
- Advanced knowledge and skill in the use of Microsoft Excel and Word.
- Must have the ability to multi-task and prioritize work assignments in a demanding environment.
- **Desired:** PHR certification

SKILLS AND EXPERIENCE:

- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to develop and maintain effective working relationships with other employees, vendors, outside agencies and the public.
- Advanced oral and written communication skills.