



**JOB POSTING**

Applications Accepted  
Until Filled

<b>Position:</b>	<b>Benefits Administrator</b>
<b>Department:</b>	Human Resources
<b>Employee Category:</b>	Full-Time
<b>Hourly Salary:</b>	\$27.20
<b>Work Schedule:</b>	Monday – Friday from 8:00AM – 5:00PM
<b>To Apply:</b>	Applications available on our website <a href="http://www.bedfordtx.gov/hr">www.bedfordtx.gov/hr</a> or at City Hall Building B – 2000 Forest Ridge Drive. <a href="#">Click here to apply.</a>

**JOB SUMMARY:** Performs duties of a complex and technical nature involving benefits, compliance, employment and HR reporting. This position will help improve the benefit programs including medical, dental, life, disability, HSA, retirement, LTD and voluntary benefit programs.

**MINIMUM QUALIFICATIONS:**

- An Bachelor's degree in HR or related field from a 4 year accredited college or university; plus minimum three years of experience preferably 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.
- **Desired:** PHR or SHRM-CP or CEBS certification.

**SKILLS AND EXPERIENCE:**

- Demonstrated knowledge of the principals of employment practices and basic human resources practices and principals.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports and legal documents.
- Ability to write speeches and articles for publication that conforms to prescribed style and format.
- Ability to effectively present information to management, employees and the City Council.
- Must be accurate in all mathematical calculations.

*The City of Bedford is an Equal Opportunity/ Affirmative Action Employer*