



The City of Bay Minette is one of the most highly anticipated cities in south Alabama, with major growth and development expected due to the incoming Novelis Aluminum Recycling & Rolling Plant and other associated projects. We have an outstanding team of hard working, dedicated employees among our departments. If you meet the Minimum Requirements, apply today.

Bay Minette - a great place to live, work and play!

CITY OF BAY MINETTE BY THE NUMBERS

- Approximately 120 full-time, 20 part-time, and 35 seasonal employees
- 65 job classifications
- 400+ applications are received per year.

View the job posting on the City's Career page for more information related to the Human Resources Manager position.

**FOR MORE INFORMATION ABOUT THE
CITY OF BAY MINETTE, VISIT US AT
CITYOFBAYMINETTEAL.GOV**

**FOR INFORMATION ABOUT THE NORTH
BALDWIN AREA, VISIT THE NORTH BALDWIN
CHAMBER OF COMMERCE AT
NORTHBALDWINCHAMBER.COM**

NOW HIRING

HUMAN RESOURCES MANAGER

The City of Bay Minette, Alabama is accepting applications for a Human Resources Manager to plan, coordinate, implement, and administer human resources activities, to include recruitment and retention, classification and compensation, performance evaluations, benefits administration, employee relations, training, workers' compensation, and other related human resource areas.

In addition to the Human Resources Manager, the Human Resources Department is supported by a Human Resources Director (part-time) and an Administrative Assistant.

**Salary/Hiring Range: \$59,161.14 to \$92,439.28,
depending on qualifications.**

Minimum Requirements:

- Requires a bachelor's degree from a regionally accredited college or university in human resource management, business administration, or a closely related field.
- Requires a minimum of three (3) years of progressively responsible and professional experience in human resource and benefits administration, preferably in a governmental agency; or an equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Certification as a Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) preferred.
- Must possess and maintain a valid driver's license from state of residence.

*** Benefits ***

Vacation and Sick Leave

(accrued by pay period)

15 Paid Holidays

Retirement Systems of Alabama

BC/BS Medical ~ Delta Dental - VSP Vision

AirMedCare Emergency Air Transportation Coverage

Life Insurance ~ Employee Clinic/Wellness Program

Pool Membership ~ Reduced Golf Course Membership
and so much more!

APPLY ONLINE

[HTTPS://CITYOFBAYMINETTEAL.
GOV/BAY-MINETTE/CAREERS](https://cityofbayminetteal.gov/bay-minette/careers)

APPLY IN PERSON

CITY OF BAY MINETTE
301 D'OLIVE STREET
BAY MINETTE, ALABAMA 36507

QUESTIONS OR RESUME SUBMISSION (WITH COMPLETED APPLICATION)

LIANA BARNETT, HR DIRECTOR, 251-580-1605
LIANA.BARNETT@CITYOFBAYMINETTEAL.GOV

The City of Bay Minette is an Equal Opportunity Employer