Human Resources Assistant Director

Illinois Housing Development Authority (IHDA), one of the Nation’s preeminent Housing Finance Agencies and one of the State’s ten largest financial institutions, is currently seeking a Human Resources Assistant Director to build upon our 50+ year leadership in housing finance.

Summary Statement:

The Assistant Director of Human Resources is responsible for all aspects of the day-to-day operations of the HR department and assists with the general administration of all HR initiatives and processes. This position participates as a strategic business partner with all Authority leaders. The primary duty of this position is to assist the HR Director in creating and implementing departmental plans, which involves identifying departmental needs and establishing plans of action. This position also assists with the development and administration of HR policies and programs and requires experience in procurement processes. This position may involve occasional travel to training sessions or local conferences.

Responsibilities:

Assist with budgets and all aspects of maintaining HR’s financial goals as determined by the HR Director.

Ability to work with Information Systems/Technology staff in resolving programming or related problems if necessary.

Develop and maintain training plans for the Authority in consultation with the Director of Human Resources.

Primary contact with coordinating internal and external audit activities.

Oversight of the execution of semi-monthly payroll.

Oversight of the execution of JD Edwards accounting software invoicing process.

Assist with the special training programs and activities for the Authority, as requested by the Executive staff.

Education and Experience Requirements:

Undergraduate degree in Human Resources, Education or Law required with a minimum of 7 years solid HR experience and proven leadership required. At least 10 years working experience. A thorough understanding of current knowledge of all Federal/State laws. Excellent written and oral presentation skills. Requires excellent interpersonal skills. A strong background in employee training is highly desirable.

Excellent benefits package, including 401 (k); immediate vesting.

To apply, please submit your resume to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&ccid=19000101_000001&jobId=385663&source=CC2&lang=en_US

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