



## **HUMAN RESOURCES MANAGER**

Cypress County is a rural municipality in the southeast corner of Alberta. The county's approximately 7,800 residents live on farms, acreage subdivisions and in 10 small urban communities. Cypress County promotes a relaxed rural lifestyle and a safe community for families. Along with the City of Medicine Hat, CFB Suffield and Cypress Hills Provincial Park, this area is a great place to live and work.

We have an exciting opportunity for a Human Resources Manager to join our administration team. Reporting to the General Manager of Corporate Services, this role is responsible for leading HR functions that support our employees, managers, and overall organizational goals. Acting as a trusted advisor, employee champion, and strategic partner, the HR Manager will help shape county initiatives in recruitment, employee relations, training and development, compensation, and workforce planning.

### **KEY RESPONSIBILITIES**

- Lead full-cycle recruitment, onboarding, and orientation
- Provide expertise in employee relations, performance management, and investigations
- Support training, career development, and succession planning initiatives
- Oversee compensation, benefits, and total rewards programs
- HR program development and review
- Ensure compliance with legislation and County policies
- Partner on health, safety, and wellness programs
- Deliver HR reports, workforce analytics, and recommendations to senior administration and council
- Foster a culture of engagement, recognition, and continuous improvement

### **SKILLS & ATTRIBUTES**

- Strong leadership presence with the ability to influence and build trust
- Diplomatic, tactful, and solutions-focused in complex situations
- Highly organized with the ability to manage multiple projects and deadlines
- Resilient and professional, with excellent interpersonal and communication skills
- Community-minded, collaborative, and values-driven

### **QUALIFICATIONS**

- Bachelor's Degree in Human Resources, Business, Psychology, or related field.
- 5–7 years of progressive HR experience, with at least 2 years in a management or senior role.
- CPHR designation (or in progress) is considered an asset
- Strong HR generalist background, including knowledge of OH&S standards
- Municipal experience is an asset

Cypress County offers a highly attractive total compensation package, including competitive salary, excellent benefits, in addition to supporting learning and development opportunities. To learn more about what Cypress County has to offer please visit our website, [www.cypress.ab.ca](http://www.cypress.ab.ca).

If this opportunity interests you, please forward your resume and cover letter to [competitions@cypress.ab.ca](mailto:competitions@cypress.ab.ca)

*Cypress County would like to thank all applicants for their interest and time but only those selected for an interview will be contacted. The competition will remain open until the position is successfully filled.*