

TOWN OF SOMERS  
Position Opening  
Part-time Human Resources Generalist

The Town of Somers, CT is seeking a part-time (15-20 hours) position of HR Generalist. The HR Generalist reports to the Town Selectman or his designee and will handle the day-to-day responsibilities. Must have payroll experience and support recruitment efforts and leaves of absences such as FMLA . This position also provides administrative support to the Operations Director and First Selectman. Please see position description for more details [HR Generalist Job Description](#).

We are seeking a highly motivated and professional individual with excellent interpersonal, verbal and written communication skills; ability to maintain strict confidentiality; and a strong attention to detail, follow-through and responsiveness. Excellent organizational skills and the ability to prioritize and multitask is essential. This customer-service focused individual must possess a minimum of three (3) years of HR experience, preferably in a government setting and working knowledge of general Human Resource Information Systems. Minimum of an Associates' Degree preferred. **This is an on-site position. The Town of Somers is open Monday - Thursday and candidate may choose the days worked.** Salary is \$29-\$33 per hour.

Please apply, with your resume and a completed [application](#), to:  
Kim LaFleur, Operations Director  
[klafleur@somersct.gov](mailto:klafleur@somersct.gov)