

City of Boulder Invites Applications for ~Employee Benefits Administrator~

This posting is open until filled. To receive full consideration, [apply](#) by 09/16/2014.

STARTING SALARY \$71,000 - \$108,100 Annually (DOQ)
+ reasonable moving expenses

LOCATION New Britain Building
[1101 Arapahoe Ave](#)

SCHEDULE Generally M-F, 8am-5pm



POSITION OVERVIEW

The Employee Benefits Administrator provides strategic benefits planning and support for Total Compensation planning and maintains day-to-day operation activities and hands-on maintenance of the City of Boulder benefit programs for employees.

In this role you will be responsible for interpreting, updating, and implementing policies/programs, negotiating contracts with external service providers, implementing open-enrollment, and ensuring compliance with FMLA and all other relevant regulations. The City is looking for a collaborative individual with strong technical skills to implement and maintain seamless and efficient processes that support City goals and serve the needs of employees.

POSITION REQUIREMENTS

A Bachelor's degree in Human Resources, Public or Business Administration, or related field, plus a minimum of five years experience providing benefits planning, analysis of benefits programs, management of financial components of benefits programs, and major benefit plan redesign in a complex, process-oriented organization.

Desired Master's degree in HR, Public or Business Administration. Professional HR and/or Benefits certification (SPHR, CEBS, CCP, etc.). Experience in Total Comp. Experience in the public sector. Experience with bargaining units.





How to Apply

Interested candidates should submit an online application, complete with:

- Writing sample
- Cover letter
- Résumé

via BoulderColorado.gov.

Contact

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Our Organization

The City of Boulder is a progressive organization with a culture that places a great deal of emphasis on diversity. We strive to achieve our vision of “*Service excellence for an inspired future*” by demonstrating core values in all that we do. These include:

- Respect
- Integrity
- Collaboration
- Innovation
- Customer Service

About Boulder

The City of Boulder is a values-based organization that frequently ranks among the top in the nation in health, well-being, [quality of life](#), and education. Nestled at the foot of the beautiful Rocky Mountains and just 35 miles NW of Denver, [recreation/entertainment](#) options are limitless. Boulder is home to 97,385 residents, the University of Colorado, and some of the state’s finest public and private K-12 institutions. The city—known worldwide for its natural beauty—is committed to sustainability and protecting the environment. Add in a moderate climate and 300+ sunny days every year and it’s clear that the Boulder area is an amazing place to live, work, and play.

Employee Benefits

The City of Boulder offers comprehensive, affordable [benefits/wellness plans](#) to all standard employees. In addition to available health, vision, dental, life, extended disability, legal, and retirement plans, City employees receive a number of valuable perks, including an [RTD EcoPass](#) for unlimited rides on all local, express, and regional bus/light rail service and a [recreation pass](#) for unlimited use of all recreation centers, outdoor pools, and the Boulder Reservoir.