

Human Resources Director Job Description

Department: Executive

Reports To: City Manager

Pay Grade: 405

Salary Range: \$85,878 – \$120,230 annually

FLSA Status: Exempt | Full-Time

Position Overview

The **Human Resources Director** provides strategic, executive-level leadership across all human resources and risk management functions for the City. Reporting directly to the City Manager, this role oversees talent acquisition, labor and employee relations, compensation and benefits, organizational development, regulatory compliance, policy administration, and risk management.

The HR Director serves as a trusted advisor to municipal leaders, fostering a positive, compliant, and high-performing workplace culture that serves the organization and the community.

Key Responsibilities

Strategic Leadership & Advisory

- Partner with the City Manager and department heads on workforce planning, organizational development, policy creation, and strategic HR initiatives.
- Advise executive leadership on complex employee relations matters, organizational restructuring, compensation strategies, performance management, and legal compliance.
- Coach, counsel, and mentor supervisors and employees, maintaining the highest levels of confidentiality, objectivity, and professional judgment.

HR Operations, Recruitment & Talent Management

- Lead full-cycle recruitment, selection, and onboarding processes to attract, hire, and retain high-quality municipal personnel.
- Manage HRIS and applicant tracking systems (ATS) to ensure data integrity, streamline workflows, compile HR analytics, and maintain personnel records.
- Oversee performance evaluation programs, employee recognition initiatives, and ongoing employee engagement activities.

Compensation, Benefits & Risk Management

- Administer the City's classification and pay plan, conducting regular market salary surveys, position description audits, and reclassification reviews.
- Direct employee benefits administration, including group health insurance, retirement plans, workers' compensation, leave programs, and vendor/bid management.
- Direct the City's Risk Management programs, workplace safety protocols, drug testing initiatives, and liability/workers' compensation claims administration.

Training & Organizational Development

- Design, implement, and track instructor-led and online training programs covering compliance, workplace safety, leadership development, and operational skills.
- Support City emergency preparedness and business continuity planning, including hurricane response and crisis workforce deployment.

Legal Compliance & Labor Relations

- Ensure strict adherence to federal, state, and local employment laws (FLSA, FMLA, ADA, EEO, OSHA, Public Records, etc.).
- Facilitate equitable conflict resolution and manage workplace investigations, grievances, and disciplinary actions.
- Lead labor relations, contract negotiations, and bargaining unit administration where applicable.

Minimum Qualifications

Required Education & Experience

- **Education:** Bachelor's degree from an accredited college or university in Human Resource Management, Public Administration, Business Administration, Industrial Relations, Psychology, or a closely related field. *(Master's degree preferred)*.
- **Experience:** Minimum of 5 years of progressive leadership experience in a senior HR role. **Municipal or public sector government experience is strongly preferred.**
- **Certification:** Professional HR certification (SHRM-CP/SHRM-SCP, PHR/SPHR, or IPMA-HR) held or obtained within 1 year of hire or eligibility.

Knowledge, Skills & Abilities

- **Public Sector HR Expertise:** Thorough understanding of municipal personnel practices, public sector labor relations, and government budgeting.
- **Legal & Regulatory Acumen:** In-depth knowledge of employment regulations, wage/hour laws, risk management principles, and public records requirements.
- **Communication & Negotiation:** Exceptional verbal, written, and presentation skills; proven ability to negotiate and resolve complex conflicts diplomatically.
- **Analytical & Technical Proficiency:** Strong data analysis skills using HRIS software, spreadsheets, and reporting platforms to drive data-informed decisions.
- **Integrity & Discretion:** Demonstrated track record of sound judgment, ethical conduct, and strict confidentiality.

Working Conditions & Physical Demands

The individual must be able to perform all essential duties of the position with or without accommodation. The following physical conditions apply:

- **Work Environment:** Primary duties are conducted in a standard, climate-controlled office setting.
- **Schedule Requirements:** Standard business hours, with flexibility required to attend evening city council meetings, weekend events, or respond to emergency situations (e.g., severe weather events/hurricanes).
- **Physical Capabilities:**
 - Prolonged periods of sitting at a desk and working on a computer.
 - Ability to move about the office to access files, equipment, and meet with staff (occasional stooping, standing, and lifting up to 15 lbs).
 - Clear verbal and visual communication capability for public speaking, presentations, and interactive consultations.
- **Travel:** Occasional local or regional travel for training, conferences, or municipal business.

Employee Signature: _____

Date: _____

City Manager Signature: _____

Date: _____