

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: Human Resources Director

DEPARTMENT: Human Resources

E-PLAN
SG:Section 1, Group C
CS:N
FLSA:N
EEO4CODE:OA

JOB SUMMARY:

Plans, organizes and directs a variety of complex administrative, technical and professional work of the human resources functions of the City. Provides leadership to the City in designing systems and developing policies for organizational effectiveness, employee satisfaction, and financial sustainability. Serves as a member of the City's senior management team. Collaborates with the Executive and other City departments on strategy and policy to ensure that the City's mission and values are incorporated into operational activities and services.

SUPERVISORY RELATIONSHIPS:

Reports to the Mayor. Works independently under general guidance from the Mayor or designee to ensure coordination of objectives and priorities of the Mayor and City Council. Supervises staff directly or through assigned managers. Also advises or directs City staff in personnel-related areas. Works under federal and State law and regulations, inter-local and agency agreements, as well as the City's municipal code, policies, and procedures.

ESSENTIAL FUNCTIONS OF THE JOB:

1. **Senior Management Team:** Serves as a member of senior management, participating in the City's strategic planning efforts and addressing City-wide policy and management issues.
2. **Human Resources Management:** Manages and supervises Human Resources Department to deliver high quality human resources programs and services; organizes workloads and staff assignments to achieve goals with available resources. Programs and services include labor relations strategy, negotiations, and labor contract administration; employee relations; compensation and classification; benefit, unemployment, and retirement systems; recruitment, workforce planning, and diversity; employee development and training; performance management; safety and workplace health; the Civil Service system; payroll; and Human Resources Information Systems (HRIS). Develops, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
3. **Strategic Planning:** Provides leadership and direction in the development of short and long-range plans; gathers, interprets, and prepares data for reports and recommendations; coordinates Department activities with other departments and agencies as needed.
4. **Human Resources Policy Development:** Facilitates discussions of employee and City interests in meetings and public settings on issues related to human resources policies and practices; develops and leads appropriate forums for collaborative policy development. Provides professional advice to City officials; participates in meetings with councils, boards, commissions, civic groups and the general public. Presents human resources issues and recommendations requiring policy direction to stakeholders and decision-makers.

5. Communications: Communicates official plans, policies and procedures to staff and the general public.
6. Fiscal Management: In partnership with other executive staff, ensures that labor costs are effective and sustainable. Assures that assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
7. Professional Involvement: Serves as City's representative to regional human resources groups.

ADDITIONAL WORK PERFORMED:

1. Other duties as assigned by the Mayor.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):

Knowledge of:

- Current trends and practices of public human resources administration; including position classification, compensation and benefits, recruitment and selection, training, HRIS and payroll, labor relations, health and safety, and workforce planning.
- Laws and regulations related to human resources.
- Managerial principles, techniques and practices, and use of technology.

Skill in:

- Preparing and administering municipal budgets.
- Skill in researching complex issues and developing recommended actions.
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Ability to:

- Conduct self at all times in an ethical, professional and respectful manner.
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- Communicate effectively verbally, in writing, and through presentations;
- Establish and maintain effective working relationships with employees, city officials, labor unions and the general public
- Negotiate agreements and/or reach consensus with diverse and disparate interests.
- Efficiently and effectively administer a human resources system; to provide leadership, counsel, motivation and constructive performance reviews to staff;
- Plan and organize the work of others and delegate and manage project/activity deadlines of self and others.
- Develop an understanding of the City's political environment and sensitivities and to function effectively within that environment.
- Maintain high ethical and professional standards for conduct of public officials.
- Willingness and ability to demonstrate the Public Service Competencies of Service Orientation, Results Orientation and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Physically perform the essential functions of the position, including:
 - correctable visual acuity to read a computer screen and a typeset page;
 - fine finger dexterity to manipulate computer keyboard and mouse; and

- ability to talk and hear sufficiently to communicate with city officials, employees and the public.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting subject to frequent interruptions and includes sitting for extended periods of time. May be exposed to highly stressful situations and individuals who are irate or hostile; may be subject to long hours due to attendance at City Council and Committee meetings and other responsibilities required at this executive level. Flexibility to work evening and weekend hours and occasional overnight travel to conferences and training sessions required.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in human resources, public administration, business administration or related field. Master's degree preferred.
- Five years of progressively responsible experience with at least three years senior management experience in a comprehensive human resources program.
- Significant experience managing collective bargaining and labor relations preferred.
- SPHR or PHR Certification preferred.
- In place of the above requirements, any combination of relevant education and experience which demonstrates the knowledge, skill and ability to perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

Employment contingent upon passing a criminal conviction and local background check.

PREPARED BY: KH for RMA
1/95
JZ/KH 2/06

REVIEWED BY: _____
Kelli Linville
Mayor

REVISED BY: A.Sullivan
12/12