



# Job Opportunity

## DIRECTOR OF HUMAN RESOURCES



**SALARY RANGE: \$105,378 - \$141,385**

**Full-time | Exempt**

**Closing Date: May 13, 2022**

### ABOUT THE POSITION

The Director of Human Resources plans, directs, and supervises human resources functions and activities including, but not limited to, those related to recruitment, retention, employee relations, training, employee recognition, benefits administration, employee safety, classification, compensation, and labor negotiations. Supervises department personnel in the performance of their duties; communicates with the public and others on matters concerning the Department; and manage other specialized administrative areas as assigned.

### ABOUT THE IDEAL CANDIDATE

- Knowledgeable about principles and practices of human resources management
- Solid organizational development techniques, including staffing, goals, objectives, and work standards development
- Strong understanding of current applicable federal, state and local laws and regulations
- Ability to exercise sound independent judgment with general policy guidelines
- Dedicated to workforce diversity, equity, and inclusion and possess the desire to advance the City's achievements in this area
- Strong commitment to professional ethics

### SPECIAL REQUIREMENTS

- Possession of, or the ability to obtain and retain, an Oregon driver's license by the time of appointment, or otherwise have immediate point to point transportation available
- SHRM-SCP, IPMA or SPHR certification preferred
- Experience in municipal government that is similar to or larger than the City of Ashland is desirable

### MINIMUM QUALIFICATIONS

- Bachelor's degree with major coursework in human resources, public administration business administration or related field
- Minimum of five (6) years of professional public sector human resources experience, including a minimum of two (3) years in a management or supervisory capacity
- Any satisfactory combination of education,



## JOB DESCRIPTION

The Director of Human Resources plans, organizes, manages and administers human resources functional areas, including; classification and compensations, employee benefits, recruitment and selection, labor and employee relations and organizational development. Administer the City's employee benefits program and the City's leave policies and procedures in compliance with state and federal laws. This position requires managing investigations, operational studies, and policy and procedure reviews; analyzing and making recommendations regarding the design and delivery of employee benefits and administering Citywide equal opportunity and workplace diversity programs. Other duties include direct recruitment processes; serving as a resource to the City Manager regarding employments laws and general policy issues; participating as lead negotiator on the City's Labor Negotiation Team; and preparing and administering assigned budgets.



## APPLICATION PROCESS

Applications will be accepted online at: [www.governmentjobs.com/careers/ashlandor](http://www.governmentjobs.com/careers/ashlandor). Please include a resume and cover letter. We encourage you to use your cover letter to discuss why this position appeals to you and how you meet the qualifications for the position. Your resume should summarize the talent, experience, knowledge, and skills you bring to this work.

The City of Ashland follows Oregon law regarding Veterans' Preference in Public Employment. The City of Ashland is an equal opportunity employer and will not discriminate against an employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, age, marital status, national origin, or mental or physical disability unless based on a bonafide occupational qualification.

[www.governmentjobs.com/careers/ashlandor](http://www.governmentjobs.com/careers/ashlandor)

