



Washington

HUMAN RESOURCES DIRECTOR

\$125,000 - \$150,000

Plus Excellent Benefits

Apply by

May 14, 2023

(Applications Reviewed as Submitted. Open Until Filled)

PROTHMAN



THE COMMUNITY



Nestled in the foothills of Mount Rainier, Graham is a recreational gateway located in Pierce County, Washington. Being only minutes away, Graham offers residents and visitors fabulous views of Mount Rainier and is just an hour drive from Seattle, 15 minutes from Tacoma, and provides residents with the amenities of city living in the backdrop of a picturesque rural community. Historically, Graham has been characterized as rural and agricultural in nature, and many farms, both hobby and commercial, still operate in the region today. Situated between the outskirts of Tacoma and Puyallup, Graham has a suburban northern end and a rural southern end. In the past several decades, Graham has experienced a significant amount of growth with an increasing number of homes and commercial properties being built every year.

Residents and visitors have access to an abundance of outdoor activities including hiking and biking at the nearby and beautiful Mount Rainier National Park, and boating or fishing at one of the regions many surrounding lakes. Additionally, Frontier Park, which is centrally located in Graham, spans a total of 71 acres and has large green spaces for picnicking, relaxing or flying kites, equestrian facilities including a horse mounting ramp, a recently remodeled 5,800 square foot playground perfect for kids, turf play areas, walking trails, and a quarter mile race track. Frontier Park is also the location for one of the biggest annual events in Graham, the Pierce County Fair. The Fair takes place each August and brings live music, horse and cattle shows, and delicious carnival-style food to the area. The Park also hosts other local events throughout the year including music performances and cultural festivals.



THE DISTRICT

Founded in 1961, Graham Fire & Rescue is a combination department governed by a five-member board of elected Fire Commissioners. Graham Fire & Rescue operates out of five staffed fire stations and one volunteer station with a daily minimum staffing level of 24 responders. The District serves nearly 70,000 residents over 70 square miles of southern unincorporated Pierce County. The District is also the single first response and transport agency for all 9-1-1 medical aid requests in the area, as there are no commercial ambulance providers in the District. Graham Fire & Rescue operates four ALS Medic Units staffed by firefighter EMTs and firefighter paramedics.



THE POSITION

Reporting to the Fire Chief, the Human Resources Director develops and executes human resources operations in support of the overall strategic direction of the district, including the areas of labor relations, employee relations, policy management, recruitment management, talent management, change management, employment risk management, DEI, organizational design, compliance with State and Federal labor laws, HRIS implementation and analysis, job classification, and compensation analysis. In addition, this position provides strategic leadership by articulating Human Resources needs and plans to the Fire Chief, Senior Management Team, and District Members.

For a full job description, please view the attachment found [here](#).

IDEAL CANDIDATE

Education and Experience:

- A bachelor’s degree in human resources, business administration, public administration, or a closely related field or equivalent.
- A minimum of ten (10) years of Human Resources experience, or an equivalent that would provide the necessary level of knowledge and ability for this position.
- Washington Notary Public required within 90 days of employment.
- Benefit administration and public sector experience preferred.
- Society for Human Resources Management (SHRM) Certified Professional or Senior Certified Professional preferred.
- A master’s degree in human resources, business management, or law is preferred.

Necessary Knowledge, Skills, and Abilities:

- Experience in analyzing and interpreting Federal, State, and local employment law. Commitment to perform all facets of HR administration.
- Experience advising other organization leaders in HR services, policy and practice, workforce planning, organizational development, and employment law.
- Experience with strategic planning, budget oversight, and policy management.
- The ability to continuously improve the strategic and operational effectiveness, efficiency, and speed of critical functions to deploy services across the District.

COMPENSATION & BENEFITS

- **\$125,000 - \$150,000 DOQ**
- Full Medical/Dental/Vision/Rx premiums paid by District for self and eligible dependents (spouse, children)
- Up to \$375 contribution into an HRA VEBA per month
- 7.5% of employee base wage contribution to Deferred Compensation 457b per month
- DRS PERS pension eligible position
- 3 weeks’ vacation per year
- 96 hours sick leave per year
- Holiday pay - 120 hours per year
- Education reimbursement
- Wellness incentive
- Education premium up to 6% max

**For more information on
Graham Fire & Rescue, please visit:**

www.grahamfire.org



Graham Fire & Rescue is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **May 14, 2023** (Applications Reviewed as Submitted. Open Until Filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "Open Recruitments", select "Graham Fire & Rescue, WA – Human Resources Director" and click "Apply Now", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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