Human Resources Director

City of Greeley, CO

1000 10th Street
Greeley, Colorado 80631
About Greeley, CO

Incorporated in 1886, Greeley became a Home Rule City in 1958 with the Council-Manager form of government. The county seat of Weld County, Greeley lies 30 miles east of the front range of the majestic Rocky Mountains near the confluence of the Cache la Poudre and South Platte Rivers and 52 miles northeast of Denver.

Education, Economy and Community Excellence. Greeley thrives as the education, trade, transportation, cultural and marketing center of Weld County. It’s one of the top ten most prosperous and most productive agricultural counties in the U.S. and the state of Colorado’s most productive oil and gas operations. With an estimated population of 108,000, the City covers an area of 46.4 square miles at an elevation of 4,658 feet. Greeley is home to the University of Northern Colorado (UNC), the third largest university in Colorado and Aims Community College. In addition to investments in education, there is a true commitment to achieving community excellence through the development of economic opportunities, enhanced quality of life, cultivating community resources, talent and workforce development, enhanced transportation spending and the development of infrastructure to serve Greeley’s future.

Greeley is home to a diverse mix of industries - from breweries to oil and gas, from unique shops to food processing, and from agricultural innovation to an incredible concentration of creative industries and individuals. The city attracts good corporate citizens with skilled-labor jobs that pay competitive salaries.

Arts and Culture. Greeley offers diverse arts, music and cultural events. This includes performances by the UNC’s College of Performing and Visual Arts, Greeley Chorale and the Greeley Philharmonic Orchestra, and many more entertainers. Enjoy Greeley’s Union Colony Civic Center hosting Broadway shows, art shows, movies, and performances. Greeley is also home to favorite community events such as the Greeley Stampede, Arts Picnic, Friday Fest, and so much more.

Parks, Recreation and Mountain Access. With a plethora of parks and facilities encompassing over 650 acres, the recreational amenities in Greeley are endless. There are golf courses, recreation centers, swimming pools, fields and courts for sports, skate parks, playgrounds, fishing ponds, picnic areas, and more. Experience more time outdoors on biking and hiking trails in the community. Beyond our City, Rocky Mountain National Park and many other pristine alpine environments are all less than 50 miles away.

The Organization

A Home Rule Municipality that is self-governed under the State of Colorado Constitution, Greeley operates under a Council-Manager form of government with seven elected officials on the Council including the Mayor. Under this form of government, the City Council sets the policies for the operation of the Greeley government while the council-appointed City Manager has administrative responsibilities for city operations.

The City has a total 2020 budget of $471.3 million and a staff of approximately 970 full-time equivalent positions.
What’s Happening in Greeley?

Exciting things are happening in Greeley:

- Recently, the City of Greeley and the Weld County region have been nationally recognized as highlighted below:
  - Second-fastest population growth in the United States (Weld County - 2017)
  - 6th best place in the United States in 2019 for First Time Homebuyers by WalletHub
  - 8th most dynamic metropolitan area in the United States by the Walton Family Foundation
  - 8th on WalletHub’s 2019 Best Small Town Real Estate Market Study
  - Greeley benefits from a job growth rate of 5.3% and an unemployment rate of 2.6%.

- City Center South, a modern municipal office building recently constructed and is now open. The new complex houses City Council meeting chambers, Municipal Court, Information Technology, Water & Sewer offices, GTV8, and Central Records. The City is committed to developing centralized modern governmental workspaces with ample meeting rooms, effective collaborative spaces and up to date audio visual equipment to facilitate video conferencing, meeting broadcasting and other time and travel efficiency tools.

- Ongoing investment in the redevelopment of Downtown Greeley with major investments in public art, road & pedestrian infrastructure, stormwater mitigation, redevelopment incentives, and sense of place enhancements attracting investment and innovation. A new, upscale hotel and conference center recently opened downtown attracting new visitors, business meetings, and special events. New restaurants, hospitality, and retail outlets are choosing to locate in every corner of the city.

- Major construction projects recently completed include the construction of the UCHealth Hospital in west Greeley, Campus Commons on the University of Northern Colorado campus, and much more. The South Maddie Apartments currently under construction will feature mixed use multi-family housing and street-level retail shops; this project builds on the momentum of new improvements to the 8th Avenue corridor.

The Department

The Human Resources Department is responsible for providing key resources to 970 employees in 13 departments and enhances employee excellence by providing services and programs to support the well-being and success of City of Greeley employees. The department provides support to the organization and employees in the areas of recruitment and selection, training and development, health and wellness, as well as safety and risk management.

The Position

Greeley’s next Human Resources Director - who will have the opportunity to become an integral part of a transforming organization serving one of the fastest growing communities in the United States - will lead the department in pursuit of the City’s vision of a city achieving community excellence and support the organization in realizing its values of Applied Wisdom, Excellence, Accountability, Stewardship, Principled Relationships and Integrity.
The Position continued..

The Human Resources Director will play a key role in modeling leadership and strategic planning in the implementation of organizational development, department programs, functions and activities to ensure alignment with City goals. Having recently undergone an operational and organizational assessment, the Department is poised to be formed to serve as a strategic partner to the City Manager and departments to meet City and Council objectives as they relate to employees, culture, productivity and being an employer of choice. Under the leadership of a new Director, the Human Resources Department is intended to support City departments in maximizing mission critical focuses through recruitment, retention, performance management, innovative solutions, total compensation, information systems, employee and bargaining-unit relations, and training and development.

The Human Resources Department has an adopted 2020 budget of $20.7 million (of which $15.36 million is associated with claims funds) and 11 full-time equivalent positions. Funding has been set aside to enable the addition of employees identified as a result of the department assessment. The Human Resource Director, who is appointed and removed by the City Manager, receives day to day supervision and guidance from an Assistant City Manager.

Key Human Resources Initiatives in 2020 and beyond include:

- Implement recommendations included in the recently completed Human Resources Department organizational and operational assessment.
- Play a key role in completing the implementation of a new Enterprise Resource Planning (ERP) system scheduled to go live in the second quarter of 2020 and ensuring the continuous iteration of procedures, policies and process to ensure ease of use and data driven decision making.
- Lead the transformation of Human Resources transactional processes to a strategic systems and partner model.
- Initiate a third party supported classification and compensation plan study in late 2020 guided by the overall objective to be an employer of choice.
- Develop and implement an equity and inclusion organizational strategy.
- Negotiate collective bargaining agreements with the Local 888 International Association of Firefighters and Police Officers’ Association.
- Review City workforce needs and skills to support workforce development, recruitment and retention, and succession planning.
- Update human resource related policies and recruitment practices and explore options and strategies to be an employer of choice.
The Ideal Candidate

Greeley’s ideal candidate is an established or up and coming leader in the human resources field with a proven ability or passion to engage staff and shape the culture of an organization while integrating policy, best practice and employment law. The new Human Resources Director should:

• bring a strong foundation in human resource core services – while also providing vision and strategy to create a high-performance culture, and develop a solution-based, customer service focused department;

• promote the internal and external customer service expectations of the department and build strong relationships across the organization to achieve city-wide goals;

• be skilled in creating a positive atmosphere for employees in the organization and within the department, and set a superior example of competence, professionalism, energy, collaboration, innovation and work ethic to the organization and community;

• model ethical behavior and a strong work ethic, and ensure fair and equitable treatment of employees within the department and across the organization;

• be politically astute, an effective communicator, and equally comfortable talking with line level staff, department directors, and presenting before City Council;

• be a persuasive, confident leader, with an ability to be firm and fair, with a clear understanding of complex employment issues;

• be able to focus on leveraging technology to improve transactional services;

• be a partner with other department directors to help ensure the organization is prepared to serve the Greeley community today and in the future;

• be a team player who is collaborative and supportive in serving as a member of the City’s executive leadership team;

• be a skilled professional with a heightened sense of emotional intelligence and an awareness of community, organizational, employee and constituent issues and political sensitivities;

• be open, approachable, instill trust, work collaboratively in a team environment; be action oriented; exercise good judgment; treat others with respect; and hold staff accountable;

• be an outstanding leader of employees who provides guidance and professional support to staff, offering regular feedback to city leadership and employees;

• be a positive leader, bringing innovation and creativity to the Human Resource Department; and

• have the capacity and interest to be an effective mentor and leader for staff and should inspire staff to achieve excellence.
Education and Experience

Qualified candidates will have a Bachelor’s degree from an accredited college or university with major coursework in Human Resources, Public Administration or a relevant field of study, and a minimum of five (5) years of related experience in local government human resources in a supervisory or management position overseeing a staff delivering compensation and benefits, employee training and organizational development, information systems, employee and bargaining unit relations, safety and risk, or other HR generalist services. Preferred qualification include a master’s degree, director or assistant director experience, employment law experience, organizational development experience, demonstrated commitment to equity and inclusion, and experience leveraging technology to improve processes.

Salary

The City of Greeley is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance will also be available for the successful out-of-area candidate.

How to Apply

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com
Reference: GREELEYHRD

Affion Public
2120 Market Street, Suite 100
Camp Hill, PA 17011
888.321.4922
www.affionpublic.com

The City of Greeley is an Equal Employment Opportunity Employer.