



# **DIRECTOR OF HUMAN RESOURCES**

City of Grand Rapids, MI





# The Community

Grand Rapids, with a population of nearly 200,000, is the second-largest city in Michigan and the largest in West Michigan. Located on the Grand River about 30 miles east of Lake Michigan and just three hours from Chicago, the city offers both the amenities of a growing metropolitan area and the accessibility of a close-knit community.

The region is known for its strong economy, affordable cost of living, and welcoming neighborhoods, making it an ideal place to advance a career and raise a family. Residents enjoy easy access to Lake Michigan's beaches, miles of hiking and biking trails, and year-round recreational opportunities. Grand Rapids also features a vibrant downtown with a thriving arts and cultural scene, award-winning museums, diverse restaurants, and a nationally recognized craft brewing industry.

## Recognitions

- #1 – Cities on the Rise, LinkedIn
- #2 - 10 Most Beautiful & Affordable Cities to Live in the U.S., Travel + Leisure
- #10 - Top 10 Cities for Young Female Professionals, Pheabs
- #14 - Best Places to Live for Quality of Life, U.S. News & World Report
- #2 - Best Cities in Michigan to Live and Visit, Touropia
- #5 - Best Neighborhoods to Buy a House in America – Eastgate, Grand Rapids, Niche
- #3 - Best Business Climate (Mid-Sized), Business Facilities
- #1 - Best Manufacturing Hubs (Large) - Grand Rapids–Kentwood, Business Facilities







## Government

The City of Grand Rapids operates under a Council-Manager form of government, with strategic direction provided by an elected City Commission and daily operations overseen by a professional City Manager. As one of the largest municipal organizations in Michigan, the City employs more than 1,700 full-time staff across 30 departments, delivering essential services to a community of more than 200,000 residents. The size and scope of the organization reflect both the complexity of its operations and its capacity to provide innovative, high-quality services to a diverse and growing population.

Financially, the City remains strong and forward-looking. The FY 2026 budget totals approximately \$735 million, including a General Operating Fund of nearly \$196 million that supports core municipal functions such as public safety, parks and administrative services. This investment underscores Grand Rapids' commitment to fiscal responsibility, service excellence, and long-term sustainability.

The City's priorities are guided by its [Strategic Plan](#), which articulates a clear vision and mission for the organization:

**Vision:** *Grand Rapids will be nationally recognized as an equitable, welcoming, innovative and collaborative city with a robust economy, safe and healthy community, and the opportunity for a high quality of life for all.*

**Mission:** *To elevate quality of life through excellent City services.*

## Human Resources Department

The Human Resources Department is a team of dedicated professionals providing critical services across recruitment, benefits, labor relations, classification and compensation, organizational development, and risk management. The department is also managing several important initiatives that will shape the City's workforce for years to come. A classification and compensation study is being finalized and will require thoughtful implementation, Oracle ERP is in the early stages of rollout for Human Resources, and the City is preparing for a competitive solicitation for employee health benefits. In addition, the team will be leading efforts to modernize the City's competencies and evaluation processes, improve recruiting and onboarding practices, and launch "an internal" cultural assessment. With eight bargaining unit contracts successfully settled for the next three years, the department is well-positioned to focus its energy on these strategic priorities and continue evolving into a high-performing, innovative HR partner.





## The Position

Reporting to an Assistant City Manager, the Director of Human Resources provides leadership and direction for all aspects of the City. This includes overseeing recruitment and retention, employee benefits, classification and compensation, organizational development, labor relations, risk management, and policy administration. The Director of Human Resources works in close collaboration with the City's Civil Service Board and serves as a trusted advisor to the City Manager's Office, department leaders, and executives on workforce policies and practices.

In addition to guiding day-to-day operations, the Director is responsible for preparing and managing the departmental budget, recommending policy updates, and ensuring that human resources programs reflect best practices. The Director also plays a key role in collective bargaining, grievance resolution, and employee engagement efforts, while championing initiatives that strengthen organizational culture and support the City's long-term strategic goals.

## Education and Experience

Qualified applicants will have a Bachelor's degree from an accredited college or university in Human Resource Management, Business Administration, Organizational Development, Public Administration, or a related field, and six (6) years of progressively responsible professional experience in public sector human resources management overseeing complex HR systems is required, in addition to considerable supervisory experience. A Master's degree, and SHRM-CP, PSHRA-CP or PHR is preferred.





# Duties and Responsibilities

- Provides strategic direction for the City's human resources programs, ensuring alignment with organizational priorities and best practices.
- Leads and mentors HR staff, building capacity within a team of professionals to deliver high-quality and responsive services.
- Collaborates with the Civil Service Board, department leaders, and elected officials on workforce policies, organizational development, and employee relations.
- Oversees collective bargaining and labor relations, fostering productive relationships with multiple bargaining units and ensuring compliance with civil service rules.
- Manages departmental resources, including budget planning and performance measurement, to ensure effective and efficient operations.
- Advances initiatives that enhance employee engagement, organizational culture, and the overall employee experience.





# The Ideal Candidate

The ideal candidate will be an accomplished human resources leader with broad expertise across all areas of HR, including talent acquisition and retention, employee development, classification and compensation, benefits, organizational culture, and risk management. They will have a proven ability to guide a complex public sector organization through change while building strong partnerships with leadership, employees, and community stakeholders.

Experience in a civil service environment and working with unionized bargaining units will be essential, as the Director must navigate labor relations with confidence and fairness. Equally important will be the ability to mentor and develop staff, fostering growth within a department that is committed and talented but still developing its depth of experience.

The successful candidate will be a forward-thinking, collaborative leader who values transparency, equity, and accountability. They will bring the vision and practical skills needed to modernize systems and processes—such as technology platforms, recruitment and onboarding practices, and performance evaluation tools—while also strengthening organizational culture and positioning the City of Grand Rapids as an employer of choice. The ideal candidate will also bring a high level of emotional intelligence, transparency, and integrity to the role, along with excellent communication skills and a commitment to responsive, community-driven leadership.





# Salary

The City of Grand Rapids is offering a salary range between \$127,243 - \$162,301, commensurate with experience, and a comprehensive benefits package that includes the following [Fringe Benefits](#). Relocation assistance will be available for the successful out of area candidate. Click here for a preview of the full [Position Description](#).

## How to Apply

Interested applicants should forward a cover letter and resume to:

[resumes@affionpublic.com](mailto:resumes@affionpublic.com)

Reference: GRHRD

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