



**DIRECTOR OF HUMAN
RESOURCES/RISK MANAGEMENT
CITY OF PLANO, TX**

THE COMMUNITY

Plano, Texas, located 19 miles north of downtown Dallas, is the fourth largest city in the Dallas-Fort Worth region with over 287,000 residents. Plano is home to over 13,000 businesses and 67 Forbes Global 2000 companies, which includes many globally-recognized brands.

Plano is much more than a suburban community; Plano is an ideal place to raise a family. Excellent schools and affordable housing have lured many employees and their families to Plano. Soon after, their companies followed to be near employee talent. As a result, Plano offers an abundance of high-paying jobs, great schools, and a low cost of living relative to the nation's coasts. Translation - you can live well here. All of these factors help explain why it was ranked #3 Best Place to Live in America by Money. Furthermore, its proximity to Dallas allows you to experience all of its rich amenities including sports, culture and recreation. Living in Plano provides you all the advantages of a big city without its hassles.

GOVERNMENT

Plano is governed by the Council-Manager form of government where the Council sets City policy and the Manager is responsible for City operations. The City Council consists of the Mayor and seven City Council members, all of whom are elected at-large.



HUMAN RESOURCES DEPARTMENT

The Human Resources Department partners with other departments within the City to provide strategic advice, support, and recommendations to effectively recruit, hire, develop, and retain employees.

Human Resources staff are committed to upholding (5) key values in the day-to-day operations of the department:

- *Stewardship: Mindful of resources in a consistent and transparent manner.*
- *Engaged: Committed to the organization and it's mission, the people we work with and the people we serve.*
- *Respectful: Treat all people and opinions with dignity and courtesy.*
- *Visionary: Embrace our past achievements while maintaining a leading edge focus on short and long term success.*
- *Excellence: Strive to deliver programs and services that go above and beyond.*



THE POSITION

The Director of Human Resources/Risk Management is responsible for directing the staff and activities of the Human Resources Department and for developing City strategies by providing recommendations to City Management in accordance with organizational goals and objectives. The Director of Human Resources/Risk Management reports to a Deputy City Manager and oversees 26 staff members.

EDUCATION AND EXPERIENCE

Qualified applicants will have a Bachelor's Degree in Human Resources, Business Administration, or a related field, plus at least seven (7) years of progressively responsible experience in Human Resources involving staffing, benefits, compensation, employee relations, training, and risk management including at least five (5) years of experience in a management capacity. Any work related experience resulting in acceptable proficiency levels in the above Minimum Qualifications is an acceptable substitute for the above specified education and experience requirements.



CERTIFICATIONS

Certification through the Society for Human Resources Management or Human Research Certification Institute is preferred. State of Texas Class C Driver's License (must obtain within 30 days of hire per state law).

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Plans, organizes, and directs the staff and activities of the Human Resources Department.
- Develops City strategies by identifying and researching issues related to human resources and risk management to contribute information, analysis, and recommendations to City management.
- Develops operational financial strategies for retirement, safety, health, and benefit plans by estimating, forecasting, and anticipating requirements, trends, and variances; aligning budgetary resources; developing action plans; measuring and analyzing results; initiating corrective actions; and minimizing the impact of variances.
- Guides management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; and by communicating and enforcing City values governing Human Resources and Risk Management functions.
- Oversees employee retirement systems, Texas Chapter 143 Civil Service compliance, employee health plans, employee compensation, and worker's compensation in accordance with Federal and State statutes, regulations, and plan documents.
- Promotes interdepartmental collaboration and coordination of City initiatives.
- Enhances department's and organization's reputation by accepting ownership for accomplishing new and different requests and by exploring opportunities to add value to job accomplishments.
- Complies with federal, State, and local legal requirements by demonstrating knowledge of current and new legislation; anticipating legislation to determine potential applicability and impact; enforcing adherence to requirements; advising management on required actions and ensuring compliance with City personnel policies and procedures.
- Maintains currency of job knowledge by participating in conferences and educational opportunities; participating in professional organizations, reading professional publications; and maintaining personal networks.
- Regular and consistent attendance for the assigned work schedule is essential



THE IDEAL CANDIDATE

The ideal candidate will be an established leader in the human resources field with comprehensive knowledge of the modern principles, practices, and techniques of public administration; State and Federal laws governing human resources functions; municipal organization and human resources administration, including risk management, recruitment, selection, training, compensation and benefits, and personnel information systems; working knowledge of Chapter 143 of the Texas Local Government code preferred; and should have a proven ability to engage staff and embrace the culture of the organization while integrating policy, best practice and employment law.

The ideal candidate will be an approachable, flexible leader with the ability to solve problems, think strategically, identify alternative courses of action, provide recommendations, and leverage technology to drive efficiency and effectiveness. The best fit will be efficient, effective, and responsive with experience working collaboratively to enhance the organizational values of customer service, provide fair and equitable treatment, and have an appreciation of diversity, and teamwork. Ideally, this individual will be able to build strong relationships across the organization and create a positive atmosphere for employees in the organization and within the department.

The ideal candidate must have the capacity and interest to be an effective mentor and leader for staff and should inspire staff to achieve excellence; advanced written and oral communication skills are imperative, along with the ability to deliver concise and informative presentations to a diverse audience.



SALARY

The City of Plano is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance will 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: PLANODHR

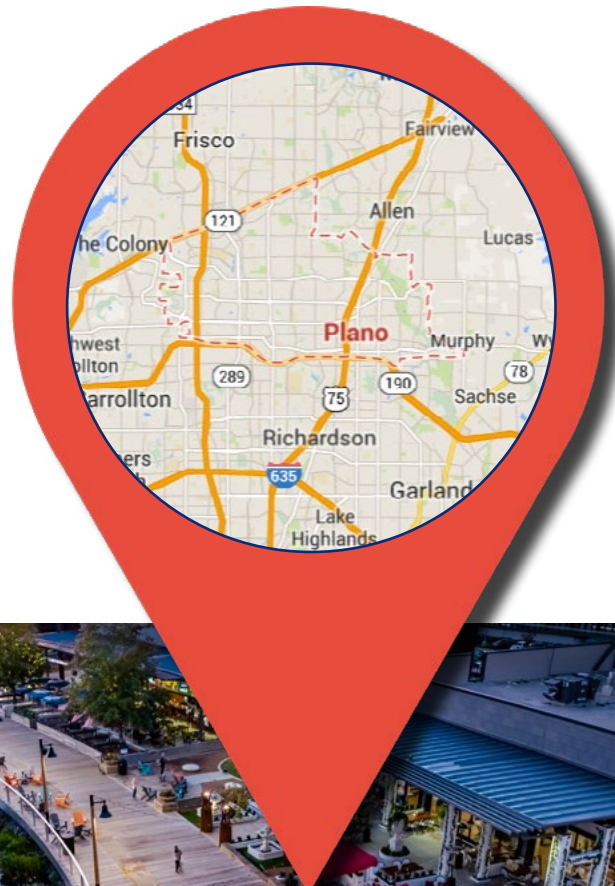
Affion Public

PO Box 794

Hershey, PA 17033

888.321.4922

www.affionpublic.com



The City of Plano is an Equal Employment Opportunity Employer.