



HUMAN RESOURCES DIRECTOR

CITY OF RALEIGH, NC

ABOUT RALEIGH, NC

The City of Raleigh, is the second-largest city in North Carolina and remains one of the fastest growing areas in the country and is emerging as a large city with a population of approximately 484,000. It's both the county seat of Wake County (the largest county in North Carolina) and the capital of the state. Driven by a strong economy and an outstanding quality of life, Raleigh is consistently ranked among the nation's best places to live and operate a business. Sustained population growth has created new development opportunities in Raleigh. The City has made strategic investments into new operational facilities, parks, transportation, transit and affordable housing. Similarly, reform of development standards has allowed more urban, transit-focused development and more diverse housing types to encourage housing choice and affordability.

The City of Raleigh is home to several colleges and universities, with a vibrant performing arts community. Fueled by an impressive mix of education, ingenuity and collaboration, Raleigh has become an internationally recognized leader in life science and technology innovation.

A great economy, top educational institutions, and exceptional health care facilities are some of the characteristics that attract people to the triangle area. The mild climate, diverse work force and proximity to the Research Triangle Park combine to make Raleigh a great place to live, work, play and learn.



ACCOLADES

- Raleigh one of Top 15 Best-Run Cities in America - WalletHub, June
- Raleigh in Top 10 Best Cities for Senior Citizens - Age in Place, April
- Raleigh among Top 3 Hottest Job Markets in America according to Wall Street Journal and Moody's Analysis - Triangle Business Journal
- Raleigh ranked #1 as Best City for Working Women - ApartmentList, March
- Raleigh in Top 10 for Home Appreciation among Nation's Largest Cities - Triangle Business Journal, February



CITY GOVERNMENT

The City Council is Raleigh's governing body, consisting of eight members who are elected for two-year terms. Three of the members, including the mayor, are elected at large, while the other members are elected from five districts: A, B, C, D, and E. The City Council sets City policy, enacts laws and adopts the City budget each year.

City Mission Statement:

To build a stable platform of evolving services for our community through which we champion positive and sustainable growth and realize visionary ideas for all.

City Vision Statement:

To pursue world-class quality of life by actively collaborating with our community towards a fulfilling and inspired future for all.

THE DEPARTMENT

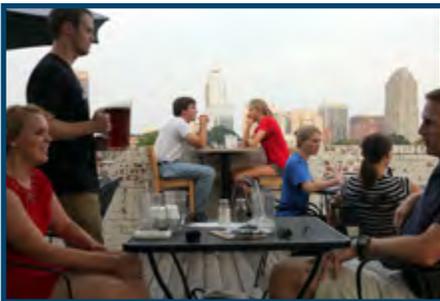
Human Resources is responsible for the formulation and administration of human resources policies; recruitment, referral, and selection of applicants to fill city jobs; the City has approximately 4,400 full-time and 3,000 part-time employees. The department also manages the administration of the position classification and pay plan; coordination of organizational developmental training and career development programs; administration of employee benefit programs; and direction of Equal Employment Opportunity (EEO) and Affirmative Action efforts. The department also administers the safety, employee relations and Health and Wellness programs.

Mission

The Human Resources Department supports, as a strategic partner, the City of Raleigh organization to attract, recruit, develop and retain a high performing, diverse workforce.

Vision

The Human Resources Department will be a model for excellence and leadership in human resource management, emphasizing strategic and progressive human resource practices, high quality service, efficiency, employee growth and development. We will seek to implement human resource best practices and innovative human resource solutions that support the attraction, development, rewarding and retention of a high performing, diverse workforce.



THE POSITION

The principal function of the Human Resources Director is to provide leadership, plan, direct, lead, and supervise all human resource functions for the City. The work is performed under the direction of the Assistant City Manager, but extensive leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over Strategic HR Management, Equal Employment Opportunity, Staffing, Talent Management and Development, Total Rewards, and Employee and Labor Relations. The Human Resources Director maintains effective working relationships with the City Manager, Assistant City Managers, other Department Heads, elected officials, City employees, and the community.



RESPONSIBILITIES AND DUTIES:

- Oversees and provides direct staff supervision including conducting performance evaluations, coordinating training, and implementing hiring, and discipline and termination procedures.
- Directs the implementation of operations and programs of assigned department; provides strategic planning; coordinates, administers, and evaluates programs, projects, processes, systems, standards, and/or services; prioritizes and directs projects and initiatives in alignment with organizational strategy, mission and vision; ensures compliance with applicable regulations, standards, policies and procedures.
- Provides oversight and operational direction to achieve departmental goals and objectives; develops and oversees the implementation of policies, procedures and standards; evaluates operational effectiveness and implements process improvements and resource optimization.
- Serves as an organizational and departmental representative by advising, consulting with and facilitating complex discussions with City management, City officials, boards, commissions, authorities, various agencies and/or other organizations.
- Develops short and long term goals, objectives, and strategic plans; oversees and/or negotiates contracts; provides and presents communications and updates on department activities, positions and project/program status.
- Develops, administers and oversees department operating budget. Reviews financial statements, monitors and approves expenditures and ensures compliance.
- Oversees the City's recruitment, selection, performance evaluation, discipline and discharge functions, including ensuring that employees are hired, promoted and retained based on merit and qualifications and that these activities comply with applicable laws, rules and regulations and with industry standards.
- Oversees workforce diversity efforts, ensuring compliance with State and Federal Equal Employment Opportunity laws, regulations, and reporting requirements.

EDUCATION AND EXPERIENCE

Qualified applicants will have a Bachelor's Degree in public administration or field directly related to assignment and ten years of progressively responsible related experience that includes significant management and supervisory experience. A Master's degree, SHRM-SCP or IPMA-HR, and experience as an HR Director, Deputy or Assistant HR Director is strongly preferred.

THE IDEAL CANDIDATE

The ideal candidate should be an established leader in the human resources field with comprehensive knowledge of the modern principles, practices, and techniques of human resources administration and management, including recruitment, selection, training, compensation and benefits, and personnel information systems. The ideal candidate should have a proven ability or passion to engage staff and shape the culture of an organization while integrating policy, best practice and employment law.

The ideal candidate should be a creative leader bringing innovation to the Human Resource Department with the ability to solve problems, think strategically, identify alternative courses of action, provide recommendations, and leverage technology to improve transactional services. The ideal candidate should be efficient, effective, and responsive with a genuine interest in strategic human resources management.

The ideal candidate should have experience working collaboratively to enhance the organizational values of customer service, fair and equitable treatment, appreciation of diversity, and teamwork. The ideal candidate should 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.



SALARY AND BENEFITS

The City of Raleigh plans to offer a competitive salary commensurate with the successful candidate's qualifications and experience. The City provides a comprehensive benefits package as part of the total rewards program to support employees through important events in their life, to enhance their life outside work, and to help them plan and prepare for the future. The City also participates in the North Carolina Local Governmental Employees' Retirement System (NCLGERS).

HOW TO APPLY

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: RALEIGHHRD

Affion Public
PO Box 794
Hershey, PA 17033
888.321.4922
www.affionpublic.com



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The City of Raleigh is an Equal Employment Opportunity Employer.