

City of Bozeman, MT

Human Resources Director



121 N Rouse Ave, Bozeman, MT 59715

BOZEMAN^{MT}

About Bozeman, MT

Nestled in the Rocky Mountains, with a population just under 50,000 residents, the City of Bozeman is one of the fastest growing micropolitan communities in the United States, with a robust economy, world class university, and thriving international airport.

Home to Montana State University, Bozeman is a dynamic growing community. The City's economy is supported by regional trade, tourism, higher education, and many high-growth industries such as photonics and optics, outdoor recreation, bioscience, manufacturing, technology, and healthcare. The region has drawn numerous tech start-ups looking for a Silicon Valley alternative, and Bozeman has become the high-tech center for the state.

Bozeman is a welcoming, diverse community that has received numerous awards and accolades over the years, including a high ranking in Livability's "Top 100 Best Places to Live for 2018" and National Geographic's "World's 25 Best Ski Towns."

Bozeman is an ideal location for outdoor enthusiasts, from hiking and skiing to mountain biking and fishing, Bozeman offers a variety of outdoor recreation amenities. Bozeman residents are within easy distance of several cross country and downhill ski centers and trails in the region. The City of Bozeman parks system consists of 42 public parks, 52 miles of trails, numerous sports fields and open spaces, ice rinks, off-leash dog parks, and three community garden areas. Yellowstone National Park is just 90 minutes from Bozeman and offers an endless variety of activities and stunning vistas.

City Government

The City of Bozeman operates under a city commission-city manager form of government. The City Commission is composed of four members and a Mayor who are all elected at-large. At every regular city election, a mayor is elected for a term of four years and serves as a Deputy Mayor and a Commissioner for the first two years of the term and Mayor for the balance of the term.



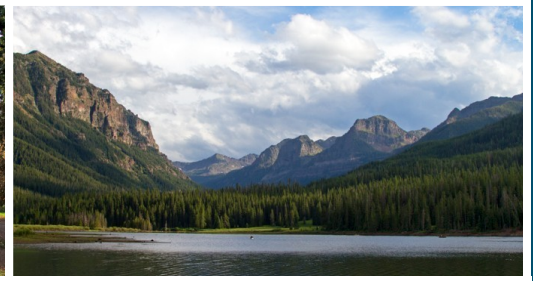
The Position

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 City Manager, but extensive leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the Human Resources department staff. The Human Resources Director maintains effective working relationships with the City Manager, Assistant City Managers, other Department Heads, elected officials, City employees, collective bargaining agents, and the general public.

The City of Bozeman is committed to providing a diverse and inclusive City workplace, where all applicants and employees are treated with fairness, dignity, and respect. In coordination with City management, department directors, and community stakeholders, the Human Resources Director is a key advocate for diversity, equity, and inclusion within the City.

Essential Functions and Responsibilities

- Plans, develops, and directs the implementation of goals, objectives, policies, procedures, and work standards for all human resource-related programs and services of the City to ensure that such activities are in compliance with State and Federal rules and regulations, existing collective bargaining agreements, and best practices for municipalities and related industries.
- Establishes and maintains systems to ensure the City's compliance with Federal and State human resources-related laws, rules, regulations and court decisions and with policies, contracts, and ordinances. When necessary, consults with legal counsel to ensure knowledge of employer and employee rights and obligations under these laws; reviews and analyzes reports, legislation, court cases, and related personnel matters to interpret changes in laws, rules, and regulations.
- Prepares for and assists in union-management contract negotiations and arbitration; administers the provisions of existing employee contracts and agreements; advises staff regarding contract provisions.



Essential Functions and Responsibilities continued...

- Administers formal grievance procedures; participates in hearings and assists management staff in preparing and processing grievances responses; Works with the City Attorney's Office to defend City actions on grievances and arbitrations; represents the City at hearings and in courts of law in cases concerning human resources management and City actions.
- Interprets, explains, and administers the City's Personnel Policies to affected employees.
- Oversees the payroll function, ensuring that employee pay and payroll reporting are timely and accurate and comply with City policy, collective bargaining provisions, IRS rules and other federal and state laws, rules and regulations.
- 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.
- Assists with the City's risk management program, including efforts to control or mitigate loss-producing conditions and activities involving unsafe working conditions, applicant and employee claims against the City, overseeing the workers' compensation and light duty/return to work programs, and ensuring the presence of timely, relevant and legally compliant employee training programs.
- Directs and participates in the administration of the City's pay philosophy and compensation plan; initiates and conducts wage and benefit surveys; analyzes, evaluates, and make recommendations on proposed salary range assignments; conducts mid-survey salary program updates.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Develops and administers the Human Resources Office budget; forecasts additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; recommends adjustments as necessary.
- Serves as the City's ADA Coordinator for employment-related issues.
- Prepares, maintains, and retains personnel records and reports, employee handbooks, orientation manuals, and other publications.
- Provides periodic reports and presentations to the City Commission.
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Responds to citizens' questions and comments in a courteous and timely manner.

Education and Experience

Qualified applicants will have a Bachelor's degree in Business, Public Administration, or a closely related field and at least seven years of progressively responsible experience in human resources management positions, at least five years of supervisory experience, and at least five years of experience working in a government, non-profit, or collective bargaining environment.

The Ideal Candidate

The ideal candidate needs to be a professional leader with comprehensive knowledge of the modern principals, practices, and techniques of human resources administration and management, including recruitment, selection, training, compensation and benefits, labor relations and negotiations, and personnel information systems.

The ideal candidate should promote the internal and external customer service expectations of the department and build strong relationships across the organization to achieve city-wide goals. 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 skilled in creating a positive atmosphere for employees in the organization and within the department, and set a superior example of competence, professionalism, energy, and work ethic to the organization and community. 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

The City of Bozeman 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.

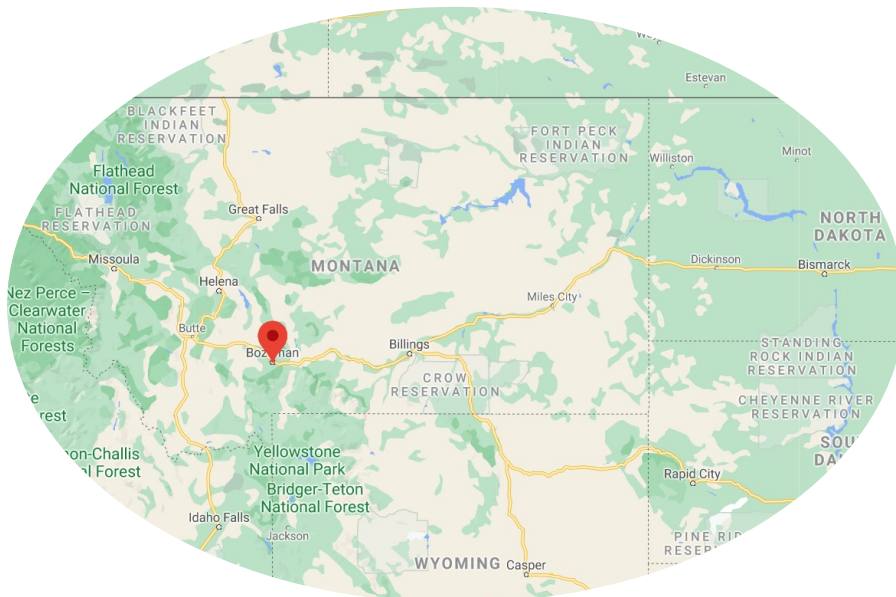
How to Apply

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: BOZHR

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



The City of Bozeman is an Equal Employment Opportunity Employer.