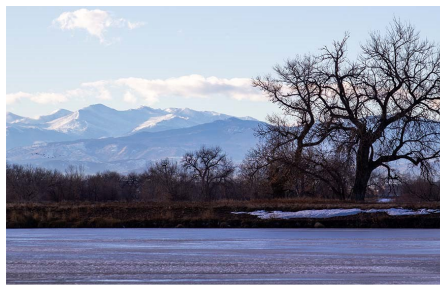


*City of Greeley, CO*

# Human Resources Deputy Director



*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 2021 budget of \$413.9 million and a staff of approximately 965 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
- 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.

## The Department

The Human Resources Department – responsible for providing key resources to 965 employees in 13 departments - 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.

In anticipation of the retirement of the long-standing Human Resources Director in July 2020, the Department underwent an organizational and operational assessment by a third party consultant that was completed in February 2020. One of the primary recommendations contained in the assessment was the creation of a Deputy Director position – which is a position that has not previously existed within the Department. Since the assessment was completed, the Department has been working to implement the recommendations of the assessment in restructuring itself to a high performing department that serves as a strategic partner to its customers and the organization. An update to the assessment was completed in May 2021 and work is continuing on implementing recommendations contained in both the assessment and corresponding update.

## The Position

The Deputy Director of Human Resources - who will have the opportunity to serve as key contributor in an organization transforming to serving one of the fastest growing communities in the United States - will serve as a partner and leader 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 Human Resources Deputy 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. With the support of the Deputy Director, the Department will continue its transformation into one that serves 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 the Director and Deputy 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 2021 budget of \$22.75 million (of which \$16.7 million is associated with claims funds) and 12 full-time equivalent positions. The Human Resources Deputy Director receives day to day supervision and guidance from the Director and shares responsibility for the management of the Department's three functional areas – Human Resource Business Partners, Risk Benefits and Safety, and HRIS Coordination. The specific division of duties between the Director and Deputy would be determined with the hiring of the Deputy and in conjunction with the recommendations of both the assessment and reassessment.

## The Ideal Candidate

Greeley's ideal candidate is an established or up and coming leader in the human resources field who is innovative and forward thinking 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 Human Resources Deputy Director should:

- bring a strong foundation in human resource core services and the ability 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 a persuasive, confident leader, with an ability to be firm and fair, with a clear understanding of complex employment issues;
- be a partner with members of other department leadership teams to help maximize the high performance of each department in service to the community;
- be a skilled professional with a heightened sense of emotional intelligence and an awareness of organizational and employee issues;
- 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;
- have the capacity and interest to be an effective mentor and leader for staff inspiring excellence; and
- have the competency, capacity and desire to consider succession planning to the Department's leadership role.

## Experience and Education

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 four (4) years of progressively responsible professional experience in human resources is required of which at least two of the required years must have been in a supervisory or management capacity with a human resource focus. Preferred qualifications include a Master's Degree in human resources management, public administration, or business administration; possessions of professional certification including but not limited to IPMA-CP, SPHR, PHR, SHRM-CP, SHRM-SCP, or Certified Benefit Specialist Designation certification.

## Salary

The City of Greeley is offering a competitive salary range between \$104,833 - \$157,250 commensurate with experience and a comprehensive benefits package. Relocation assistance may 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: GREELEYHRDD**

Affion Public  
PO Box 794  
Hershey, PA 17033  
888.321.4922  
[www.affionpublic.com](http://www.affionpublic.com)



*Delivering Leaders.*

