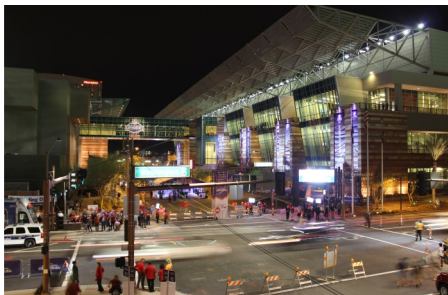




City of Phoenix

DIRECTOR OF HUMAN RESOURCES



200 W. Washington Street, Phoenix, AZ 85003



The Community

Phoenix is Arizona's capital and the sixth largest city in the United States with more than 1.5 million residents within 519 square miles, geographically exceeding Los Angeles. Long recognized internationally as one of the fastest-growing and most desirable places to live, the population of Phoenix has doubled in the last thirty years. The Phoenix metropolitan area, known as the Valley of the Sun, is home to 25 incorporated cities and towns with a total population in excess of 4.2 million.

Government

Phoenix was one of the first cities in the nation to adopt the council-manager form of government in 1913 through a public vote approving a new City Charter. Phoenix is also the largest city in the country with the council-manager form of government. Throughout its rapid growth, the City has had a long history of political and organizational stability, with three City Managers during the last 25 years. The City Manager is responsible for managing municipal operations which consist of a \$3.5 billion budget and more than 14,000 full-time and part time employees combined. Phoenix operates on a July 1 – June 30 fiscal year. The City Council of the City of Phoenix consists of a Mayor elected at-large to a four-year term and eight Council Members elected by districts to four-year overlapping terms. The Mayor may serve two four-year terms, and Council Members may serve three consecutive four-year terms. City leaders are expected to be decision makers, problem solvers and innovators with strong interpersonal and communication skills. They are expected to be visionary, committed to high ethical standards, and should be passionate about making a difference.

Human Resources Department

The Human Resources Department serves our community by maximizing individual and organizational effectiveness, and positioning the City of Phoenix as an employer of choice. We partner with departments to hire, compensate, support, and develop a diverse workforce dedicated to delivering high-quality services to the community.

Human Resources Director

The Human Resources (HR) Director is an unclassified position, appointed by the City Manager, responsible for managing a full range of human resources functions for the City including benefits, labor relations, recruiting and testing, safety, employee assistance and wellness, employee development, classification and compensation, and HR support services. The Director provides centralized support for over 30 departments and major functions and works with considerable independence and judgment under the general direction of the City Manager. Work is reviewed through conferences, reports, and evaluation of results. The Director is also Executive Secretary to a five-member Civil Service Board.

The Human Resources Director reports to the Assistant City Manager and is a vital member of the City's management team. Phoenix has a workforce of more than 14,000 full-time employees and part times employees, 9,000 of whom are represented by five unions under a local meet and confer ordinance with another 3,300 (supervisory and professional) represented by a meet and discuss ordinance. The Director is responsible for managing a City department with a current annual operating budget of \$11.4 million and with 95 employees.

Education and Experience

Interested candidates will have a Bachelor's degree in Public or Business Administration or a related field; a Master's degree is preferred. A minimum of five years of administrative experience in directing a major program in a large municipal or state agency or as director of a comprehensive human resources department in a medium-sized city or larger is required; a combination of education, training and experience may be considered. A PHR or SPHR certification or the ability to obtain within a reasonable period is desired.

The Ideal Candidate

The ideal candidate should have extensive experience in benefits, labor relations, recruiting, safety, employee development, classification and compensation, and HR support services; experience can be drawn from public or private sector.

The ideal candidate should be able to effectively communicate with all levels of the organization; excellent oral, written, presentation and listening skills will be essential. This person needs to be an innovative leader with the ability to solve problems, think strategically, identify alternative courses of action and provide recommendations. The ideal candidate should be efficient, effective, and responsive with a genuine interest in strategic human resources management.

The ideal candidate should be able to build strong relationships across the organization. This person should be able to create a positive atmosphere for employees in the organization and within the department. This individual must be able to adhere to the highest ethical and moral standards and be able to display transparency. The ideal candidate should be proficient with current industry technology.

Salary

The City of Phoenix is offering a competitive salary commensurate with experience and a comprehensive benefits package. City of Phoenix residency will be required within 24 months following appointment; relocation assistance will also be available for a successful out of area candidate.

How to Apply

Applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: PHOENIXHR

Affion Public
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Delivering Leaders.



The City of Phoenix is an equal opportunity employer.