

# CITY OF HAGERSTOWN POSITION AVAILABLE

## **Director of Human Resources** **\$71,471.40 – \$113,261.20 *career scale***

The City of Hagerstown is seeking an experienced Director of Human Resources with proven leadership abilities to join the City's executive team. This position reports directly to the City Administrator under a Council – Manager form of government and is responsible for leading and overseeing the City's human resource function.

**Qualifications:** The successful candidate will have significant demonstrated knowledge and experience in human resources. A key member of City leadership, the Director of Human Resources contributes in the collaborative development and success of collective goals, and engages with the City Administrator and Department Heads in the decision-making process. The City is seeking a Director who is a results-oriented leader with a personable style, and possesses a strong sense of integrity and customer service focus. The preferred candidate will demonstrate a positive, energetic approach towards service delivery and a commitment to continuous improvement, employee growth, and development. The ideal candidate will use data, benchmarking, and measurement standards to evaluate services and programs. The ideal candidate will have experience and knowledge of employee and labor relations and have the ability and willingness to be approachable and with staff in an open and professional manner.

Candidates must possess a minimum of five years increasingly responsible experience in human resources management. Two years of local government experience is preferred.

A Bachelor's degree in human resource administration, public administration or related is required. Membership in at least one human resources professional organization is preferred. HR certification such as PHR, SHRM-CP, or related is preferred. The candidate must successfully pass a comprehensive background search to include both criminal and credit checks. In addition, candidates must have a valid driver's license with a driving record in accordance to the standard of city policy. Residency within City limits is not required, but encouraged.

**About the Department:** The Human Resources Department consists of four full time staff, as well as a part-time human resources staff member, and security staff. The department operating budget is approximately \$660,000. The City's benefits and workers' compensation are self-funded. A copy of the City's proposed FY18 Budget, CAFR, and other financial documents and policies can be found on the City's website [www.hagerstownmd.org](http://www.hagerstownmd.org).

The department offers full service human resources functions to include recruitment and selection, classification and compensation, benefits administration, labor relations, negotiations, contract administration, performance management, development and training, risk management, safety, and workers' compensation.

**About the City:** Incorporated in 1813, The City of Hagerstown, Maryland is located approximately 70 miles west from both Baltimore, Maryland, and Washington DC, and 74 miles southwest of Harrisburg, Pennsylvania in the picturesque Cumberland Valley. The City of Hagerstown is a full service government with approximately 520 full time, part time, and seasonal employees in 12 departments to include utilities, police, and fire that serve a population of approximately 40,000 residents. There are four collective bargaining units, two of which are formally recognized in the City's Charter. The median household income in Hagerstown is \$36,336. The median home value is \$142,730 with 16,449 households. Hagerstown is the county seat for Washington County and has a land area of 12 square miles.

The City of Hagerstown offers the very best of small city living. Hagerstown is rich in cultural amenities including beautiful parks, recreational opportunities, minor league baseball, a vibrant theater and arts community, multi-cultural festivals, an abundance of events, and educational opportunities.

**Benefits:** The City offers an excellent employee benefits program for full time employees with a choice of three health plans, and two dental plans. The city offers time off through observance of 12 holidays, and employees receive 3 annual personal days, and sick leave. Vacation leave is accrued upon completion of a six month introduction period. A defined benefit pension is offered through the Maryland State Retirement Agency and an optional non-matching 457(b) deferred compensation plan is available with both Roth and non-Roth investment options. More information on the City's benefit offerings can be found at <http://www.hagerstownmd.org/142/Human-Resources>

**To Apply:** A complete job description is available on the City's website. Please send a letter of interest and resume with salary history to Danielle Frye, Executive Assistant, 1 E Franklin Street, Hagerstown, MD 21740 or by email to [dfrye@hagerstownmd.org](mailto:dfrye@hagerstownmd.org). Resumes will be accepted until 4:00 p.m. EST Thursday, May 18, 2017.