

# City of Alpharetta, Georgia



Invites your interest in the position of

## Director of Human Resources

The Department of Human Resources strives to provide quality services to attract, develop, motivate, and retain quality employees in a diverse workforce and within a supportive work environment. Some of the Department's responsibilities include, but are not limited to:

- Recruitment and retention of quality employees
- Maintenance of a fair and equitable classification and compensation system
- Development and implementation of a relevant City-wide training program
- Oversight and adjudication of employee complaints and grievances
- Implementation of an employee relations program

The City has approximately 425 full-time, 7 part-time and 60 temporary part-time employees.

The Director of Human Resources is an at-will position and will be a key member of the Management Team. The Department itself is comprised of three full-time positions, including a Human Resources Manager and Human Resources Administrative Assistant II.

### **Salary**

- Commensurate with qualifications and experience.

### **Job Summary**

Under administrative direction of the City Administrator, plans, organizes, directs, manages, and oversees the activities and operations of the City's Human Resources Department which includes employee relations programs; employee recruitment and retention, examination and selection; classification and compensation; and workforce training and development. Performs responsible and complex administrative work including directing or conducting special projects; coordinating activities with other City officials, departments, outside agencies, organizations, and the public; developing, establishing, revising and updating personnel rules and regulations and related policies and procedures; coordinating employee disciplinary processes; managing and conducting complaint investigations. Provides highly complex administrative support to the City Administrator in support of City Council goals and objectives, as assigned, regarding personnel matters.

### **Overview of Duties and Responsibilities**

- Administers and directs a comprehensive human resources management program, including formulating and recommending policies, regulations and practices for carrying out the program.
- Administers all provisions of the personnel system not specifically reserved to the City Administrator or other department heads. Consults with and advises the City Administrator and other Department officials to coordinate the various phases of the policies, practices, ordinances and resolutions, including: administration of the recruitment, retention, examination and selection process; ensuring the personnel programs and actions provide for equal employment opportunity; preparing and assisting in the preparation of classification and compensation plans. Assists with the administration of an employee performance evaluation system and with the administration of employee discipline.
- Manages the development and implementation of personnel goals, objectives, and priorities for

- each assigned service area; develops, recommends and administers policies and procedures.
- Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Plans, directs, and coordinates, through management level staff, the work plan for the Human Resources Department; assigns projects and provides direction and supervision on key projects.
- Interprets, reviews, and recommends to the City Administrator revisions to the City's personnel rules and regulations and policies; conducts special studies, prepares reports and makes recommendations to the City Administrator relating to personnel matters.
- Develops and administers a citywide employee training and development program for upgrading employee skills and performance.
- Oversees and participates in the development and administration of the budget for assigned functional areas.
- Provides professional and technical expertise, information and assistance to City officials, boards, commissions, civic groups, and the public on City Human Resources policies and programs including competitive compensation plans, and policies to meet federal and state laws.
- Performs related duties as required or assigned.

## **Required Knowledge, Skills and Abilities**

### **Knowledge of:**

- Operations, services, and activities of a municipality.
- Advanced principles and practices of public and local government administration.
- Principles and practices of public human resources and personnel administration including methods and techniques used in recruitment, retention, examination, selection, diversity, equal employment, classification, job analysis and evaluation, compensation administration, training and personnel records management.
- Current federal, state, and local laws, codes, and regulations pertaining to local government operations and employment law.
- Principles and practices of program development and administration.
- Government, council, and local and state legislative processes.
- Methods of analyzing, evaluating, and modifying administrative procedures.
- Principles and practices of municipal finance and budget preparation and administration.
- Methods and techniques for goal setting and program evaluation.
- Principles of supervision, training, and performance evaluation.
- Decision making techniques.
- Principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government.
- Methods and techniques of research, statistical analysis, and report presentations.
- Strong analytical skills and a thorough knowledge of plan designs. Ability to understand, evaluate and make judgment on the proposals (RFP's).
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Proficiency with Microsoft Office.
- Excellent written and oral speaking skills are required

### **Ability to:**

- Provide effective leadership and consultation to department directors, managers, and other City staff and coordinate a variety of program activities.
- Participate in the development and administration of citywide goals, objectives, work standards, internal controls, and methods for evaluating achievement and performance levels.

- Analyze and define problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Identify and respond to sensitive community, organizational, and City Council issues, concerns, and needs.
- Research, analyze and evaluate new service delivery methods and techniques.
- Research, analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Plan, organize, direct, coordinate, supervise, train and evaluate the work of staff.
- Prepare and administer a departmental budget.
- Interpret and apply federal, state and local policies, laws and regulations.
- Negotiate and resolve complex issues.
- Identify and respond to organizational issues, concerns and needs, including responding to inquiries or complaints from internal and external sources.
- Facilitate group participation and consensus building.
- Operate office equipment including computers and supporting word processing, spreadsheet, HRIS and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Minimum Qualifications**

*Any combination of education and experience sufficient to successfully perform the essential functions of the job qualifies.*

- Bachelor's degree from an accredited college or university with major course work in personnel management, public administration, business administration, or a related field. A Master's degree is highly desirable.
- Ten years of broad and extensive experience in personnel administration including three years of management experience and administrative responsibility within various areas of the personnel field. Municipal experience is highly desirable.
- Possession of or ability to obtain and retain a valid Georgia driver's license.

The City of Alpharetta provides an excellent benefits package that includes Health Plans inclusive of Medical, Dental, Vision Insurance benefits and Wellness Plans, Voluntary benefits & more... Group Term Life insurance, Accidental Death, and Dismemberment insurance equals 3.5 times an employee's annual earnings up to a maximum of \$650,000. Other benefits include Retirement Savings Accounts inclusive of Defined Contribution Retirement Plan 401(a) and 457 Deferred Compensation Plan, STD and LTD coverage, additional Life Insurance that can be purchased, Flexible Spending Account (FSA), Employee Assistance Program (EAP) and Tuition Reimbursement.

## **Application Process and Recruitment Schedule**

The filling date for this position is **Open Until Filled**. To be considered for this career opportunity, please submit your cover letter, resume, current salary information and six work-related references (who will not be contacted in the early stages of the recruitment) to Kathy Bott, Human Resources Manager. Resumes should reflect years and months of employment, your work experience in the various human resources assignments and titles you have held (e.g. supervisor, manager, etc.) and include the number and levels of employees supervised.

Kathy Bott  
Department of Human Resources  
2 Park Plaza  
Alpharetta, GA 30009-3680  
HR fax: (678) 297-6041  
Email: [kbott@alpharetta.ga.us](mailto:kbott@alpharetta.ga.us)  
Phone: 678-297-6046

Resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to move forward in the recruitment process for this position. Interviews are tentatively scheduled for February 2019. Candidates will be advised of the status of the recruitment following finalists' selection. References will be contacted only following candidate approval.

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