



HUMAN RESOURCES DIRECTOR

Salary Range: \$98,790 -- \$167,944 DOQ

Deadline to apply: August 30, 2019

Apply to KRW Associates LLC

apply@krw-associates.com

THE OPPORTUNITY

The City of Commerce City is pleased to announce their search for a progressive, empowering leader to fill the position of Human Resources Director. Candidates must have a demonstrated track record of providing leadership and vision by offering strategic direction to align the Human Resources Department with the vision and goals of the City, while building relationships with the City's departments, managers, employees and citizens.

THE CITY AND COMMUNITY

From its beginnings as a junction for railroads and highways, Commerce City, located in Adams County, is now one of the state's fastest growing cities, with a population of 56,000--the 18th most populous city in the state. Located along Colorado's vibrant Front Range, Commerce City is a quality community for a lifetime. The City enjoys proximity to Denver International Airport, Dick's Sporting Goods Park, which is home to the Colorado Rapids Major League Soccer Club, along with a revitalizing historic downtown. Commerce City is among the fortunate towns that have benefited from the acquisition of federal land. The City's 15,000-acre Rocky Mountain Arsenal National Wildlife Refuge is one of the largest urban preserves in the country.



Commerce City is redefining itself for the next generation by building on historic values of community, industry, agriculture and family. The City is a safe, diverse and welcoming community with 25 miles of trails, a championship golf course, 840 acres of open space and parks, and 1,300 thriving businesses. In a recent annual resident survey, 80% of respondents feel safe in their

neighborhood while 75% rated their neighborhood as a good place to live.



THE ORGANIZATION

Commerce City became a home rule municipality in 1970, meaning the city council determines local laws within the city limits. The City Manager serves as the chief executive officer for the organization while the City operates under a council-manager form of government in which the city council sets the vision and then adopts policies, laws and budgets that further that vision. The laws that govern citizen conduct are contained in the City's municipal code.

THE POSITION

The Human Resources Director is responsible for providing comprehensive and centralized services for recruitment, employee relations, employee benefits and compensation, organizational training, workplace safety and loss control risk management. The Human Resources Director reports directly to the Deputy City Manager—Internal Services.

In part, the essential duties of the position include:

- Overseeing the day-to-day operations of HR programs and activities
- Consulting with executive staff and management regarding employment related policies, procedures, rules and regulations.
- Minimizing liability for litigation over labor and employment issues
- Overseeing, coordinating and recommending benefits and compensation, including market studies and analysis

- Overseeing compliance and monitoring all aspects of EEO, Worker’s Comp, FMLA, ADA, health and wellness programs and unemployment insurance
- Advising and mentoring supervisory staff on organizational and personnel issues, employee conflicts and performance management
- Possibly assisting the City’s chief negotiator with assigned bargaining groups—AFSCME and FOP; responding to labor group issues as necessary



MINIMUM QUALIFICATIONS

The position requires a bachelor’s degree from an accredited college or university in Human Resources Management or a related field. In addition, this position requires a minimum of ten years of experience in human resources functions, including five to seven years of progressively responsible supervisory/management experience. Preferred qualifications include budgeting, collective bargaining and risk management experience along with PHR or SPHR certification. The City may consider an equivalent combination of training and experience which provides the required knowledge, skills and abilities. A valid, current driver’s license or the ability to obtain one within 30 days of appointment is required.

COMPENSATION

The salary range for this position is \$98,790 to \$167,944 depending on qualifications. Commerce City offers an excellent leadership benefits package.

HOW TO APPLY

Application materials will be accepted electronically from August 2 through August 30, 2019 by KRW Associates, LLC. Send an email to apply@krw-associates.com attaching a cover letter, resume and six professional references.

QUESTIONS

Questions should be directed to Jerry Williams, Managing Partner, KRW Associates at (303) 726-6220, Lynn Johnson, KRW Associate at (303) 435-4138 or Barbara Smith, KRW Associate at (708) 466-8768 or email questions to info@krw-associates.com.

COMPETENCIES & PERSONAL CHARACTERISTICS

- Excellent internal and external written and verbal communication skills
- Collaborative work style with an ability to work closely with the City’s Executive Staff, management and employees
- Political acumen—the ability to maneuver complex political situations
- Strong aptitude for creating partnerships internally and externally
- Consensus builder
- Demonstrated success building strong relationships of trust and accountability with all stakeholders; is open and transparent
- Demonstrated reputation for honesty and trustworthiness; ethically strong
- Ability to consistently demonstrate objectivity, impartiality and tact
- Approachable and empathetic
- Excellent mentoring skills
- Effective conflict management skills
- Decisive; stands firm in convictions
- Excellent organizational skills
- Highly adaptive
- Highly developed team-oriented approach

CHALLENGES AND OPPORTUNITIES

The successful candidate must be able to navigate a variety of challenges including recruiting in a highly competitive labor market, developing strong retention efforts, managing vacancies and turnover, reviewing and rewriting city policy, reviewing processes and procedures, enhancing and creating strong employee recognition programs and participating in Union negotiations in spring 2020.

The City of Commerce City is an equal opportunity employer.