



OREGON

Human Resources Director

\$90,000-\$100,000

Plus Excellent Benefits

Apply by

October 26, 2016

(First review – Open until filled)

WHY APPLY?

Oregon



Located within the beautiful Willamette Valley, 30 minutes outside of Portland and 15 minutes from Salem, Woodburn is looking for a Human Resources Director who would like to be part of a dedicated staff in a City that

places a high value on outstanding service and ethics. Barely an hour from the beaches, the mountains and Oregon's most popular state park, residents and visitors enjoy the natural beauty and outdoor recreational opportunities that abound in the Pacific Northwest.

With a diverse community known for its friendly and supportive nature, this position provides a knowledgeable Human Resources Director a challenging and rewarding opportunity to make a difference in a City where historically management and staff have worked well together.



THE COMMUNITY

Woodburn is a community rich in history, tradition and diversity. With a blend of Anglo, Hispanic and Russian cultures, Woodburn celebrates its diversity as one of Oregon's fastest growing communities with a population of almost 25,000.

Long known as a center of agriculture, Woodburn is also the window to the Willamette Valley, providing visitors a gateway to some of the area's most beautiful attractions, including The Oregon Garden, and Champoeg and Silver Falls State Parks.



As part of the area's economic development, tourism has become increasingly more important to the economic vitality of the area. Woodburn is home to the Woodburn Premium Outlets, one of the state's largest visitor destinations; and wonderful community events including the Tulip Festival, Fiesta Mexicana and other local festivals. The Woodburn City Council advocates positive growth and urban renewal. A new economic development vision encourages the attraction of environmentally-friendly businesses that provide livable wages and enhance the community's quality of life.

The family unit is historically and culturally important here. With the support of the community, the Woodburn school system and its students continue to excel and achieve academically. Since 2002, the Woodburn School District is one of just a handful in the state to offer the prestigious International Baccalaureate Program. In 2006, the district developed five small academies at the Woodburn High School to foster innovative learning.

THE CITY

Incorporated in 1889, the City of Woodburn is a full-service municipality, excluding fire services, and operates under a Council-Administrator form of government. The City is organized into nine operating Departments: Administration, City Attorney, City Recorder, Community Development, Community Services, Finance, Police, Public Works and Human Resources. The City has 153 FTEs and an operating budget of \$68 million.

The City of Woodburn is in good financial condition backed by sound fiscal policies and practices. The City depends on a variety of revenue sources to support municipal services. The primary source of revenue for the City and for other taxing districts

in the Woodburn area is the property tax. The City's goals for 2016-2017 include fiscal sustainability, public safety and continued economic development.



City Hall

THE DEPARTMENT

The Human Resources Department's mission is to provide centralized human resources services and responsive customer service in support of the employees, department heads and City Administrator. The Department is responsible for a full range of comprehensive human resources services and programs to enhance the efficiency and effectiveness of the organization including: recruitment and selection, classification and compensation systems, benefit administration, ADA compliance, employee/labor relations, city-wide training, personnel policy development and administration, personnel record management and recognition.

Comprised of 1.5 FTE's, the Department has a budget of \$200,663. The Department is committed to providing high quality knowledgeable customer service and enjoys strong support from the City Council, the City Administrator and other City Departments.

THE POSITION

The Human Resources Director is an exempt management position, reporting directly to the City Administrator. Key duties of the Human Resources Director include:

- Plans, oversees, manages and directs all activities and operations of the City's Human Resources Department, including the development and implementation of short and long range plans, objectives, programs, policies, procedures, and work standards for the multiple functions and operations of the department. Coordinates department activities

with other departments as needed.

- Develops and implements departmental policies and procedures to improve efficiency and effectiveness of operations.
- Negotiates union contracts as required, and may act as City Administrator's designee in union grievance procedures.
- Oversees administration of the City's health & benefits insurance programs, including but not limited to health, life, long term disability, and worker's compensation.
- Oversees, directs, and reviews the implementation and coordination of the City's ADA, EEO, and diversity programs and comprehensive injury and illness prevention programs.
- Directs appropriate action on occupational health and safety issues, workplace violence, and human resources policies and procedures to ensure a safe working environment.
- Oversees personnel administration for the Department including departmental hiring processes, development of annual work goals and specific assignments for program areas, employee training and development, performance and project reviews, and discipline and termination processes.
- Oversees representation of the City in litigation case management for employment claims and in workers' compensation hearings and mediation.
- Monitors all human resources activities before, during, and after evaluations and addresses recommended changes to improve working conditions and services.
- Oversees Department budget preparation, including preparation of budget documentation in compliance with City policies and procedures.
- Plans, directs and oversees the implementation of major HR projects, including selecting and purchasing equipment, negotiating contracts, organizing and guiding project work groups, and facilitating activities based on project deadlines.

IDEAL CANDIDATE PROFILE

We are looking for a talented director or senior manager with extensive experience in a Human Resources Department of comparable complexity and size in a public sector agency. Private sector experience will also be considered.

Our ideal candidate will be an individual who is a skilled practitioner in all aspects of human resources. They should also have a strong background in customer service, progressive management practices, and should provide a supportive work environment where department employees can work with independence but remain accountable for their areas of responsibility.

The candidate should be team oriented and collaborative. The person should be honest, hardworking, and approachable by City staff and the community, while establishing an atmosphere of mutual respect and cooperation within the overall City organization.

The selected candidate will be receptive to new ideas and encourage creative solutions, while being able to educate the organization as to best practices within the Human Resources field. The candidate will have a proven track record of delivering results, and be capable of making tough decisions in a timely manner.

The Human Resources Director must be a good listener who consistently works well with personnel throughout all levels of the organization; and who can be relied upon to work proactively with City employees, Department Heads, and with City residents. It is the expectation of all Department Heads to be active and engaged in our community.

EXPERIENCE & EDUCATION

Minimum Qualifications:

Bachelor's degree in Human Resources Management, Public Administration, Business Administration, or a closely related field; and extensive human resources and employee health and benefits administration experience including at least five (5) years in a senior HR management role; and extensive management/supervisory (at least two (2) years) experience; or any equivalent combination of education and experience which demonstrates the knowledge, skills, and abilities to perform the duties of the position.

Preferred Qualifications:

Master's Degree in Human Resources Management, Public Administration, Business Administration and/or Juris Doctorate (JD) degree preferred. SPHR or PHR certification desirable.

COMPENSATION & BENEFITS

- **\$90,000-\$100,000 annually**
- Oregon Public Employee Pension Participation/City picks up 6% employee portion
- Option of high deductible health plan coupled with a HSA of \$1,500/single, \$3,000 married/family coverage, OR Kaiser Medical Insurance. If not eligible for HAS, VEBA available.
- Sick leave accrual of 8 hours/month
- 10.5 paid holidays, plus 1 floating holiday
- Vacation and Executive Leave program
- 457 Plan match of up to 5%

The City of Woodburn is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **October 26, 2016** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To apply online, go to www.ci.woodburn.or.us and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website as instructed on the form.



www.ci.woodburn.or.us

270 Montgomery Street

Woodburn, Or 97071

(503) 982-5231