

The City of Port Townsend is accepting applications for
DIRECTOR OF PEOPLE AND PERFORMANCE
(HUMAN RESOURCES DIRECTOR)

\$97,072 - \$118,305 DOQ

First review: June 28, 2021
(Open Until Filled)

City of **Port**
Townsend

Population: 9,665
Budget Size: \$40 million total
General Fund: \$10 million
FTE: 100+



OUR COMMUNITY

Port Townsend is a charming Victorian seaport on the Olympic Peninsula, located approximately 2 hours from Seattle. Founded in 1851, the City has maintained its historic character while embracing a creative culture. The town's 9,665 residents and thousands of visitors enjoy spectacular views of the water and mountains. Port Townsend's natural beauty and access to nearby Fort Worden State Park and Conference Center, Olympic National Park, beaches and rain forests attracts over a million visitors each year. Residents of Port Townsend are active and engaged in civic life.

OPPORTUNITIES & CHALLENGES

The Director of People and Performance has the express opportunity to provide innovative solutions that will allow the organization to make a positive leap forward in developing and investing in people and performance. Recruiting and retaining high caliber employees with a dedication to public service will be a key responsibility of the Director. The Director leads initiatives to instill a positive working environment characterized by teamwork and accountability. The Director leads programs that create a culture of continuous learning, development and performance excellence, assisting the leadership team in driving change in the organization while valuing the skills and abilities of our many long tenured employees. The Director coordinates a data-driven approach to employee engagement. The Director provides creative solutions to the post-COVID challenges a small city faces in recruitment and confronting organizational change. Equity, diversity and inclusion will be core pillars of this new phase of post pandemic work.

The City of Port Townsend is a full service municipality with reporting and regulatory requirements that must be met with a small staff. The City employs 100+ full and part time employees and has two bargaining units; the Director will have an opportunity to hire a full time Human Resource Generalist to help support the work of the two person department. As a key member of the labor negotiation team, the Director will provide immediate support to bargaining discussions.



THE POSITION

Reporting to the City Manager, this position is responsible for leading and directing the City's Human Resources department. An emphasis on recruitment and retention, training and development, and performance management will be key attributes of a qualified candidate. As an integral member of the City leadership team, the Director of People and Performance will help develop and implement creative strategies that will result in an engaged, productive workforce at all levels of the City organization. While strategic in nature, this role is also responsible for the functional areas of the department, including policy development and implementation, leave administration, labor and employee relations, bargaining unit relationships and contract negotiation, human resource management system development, compensation programs, department budget management, civil service commission processes, ensuring the maintenance of legally compliant records and conducting investigations as needed. The qualified candidate will possess excellent communication skills and a proven history of successful human resource program development.

EDUCATION & EXPERIENCE

The position requires a Bachelor's degree in Business, Public Administration, Human Resources or a related field. An extensive combination of directly relevant experience and training may substitute for formal education.

Candidates must have a minimum of five years of progressively responsible supervisory, human resources and labor relations experience and a professional human resources certification (PHR or SHRM-CP or SPHR, SHRM-SCP).

Public sector organization and union environment human resource experience strongly preferred.

Must have a WA State driver's license and successfully complete a criminal background check.

COMPENSATION & BENEFITS

- \$97,072- \$118,305 DOQ
- WA State PERS retirement and 457 Deferred Comp Program
- Medical, dental, vision, flexible spending account
- Life & Long Term Disability insurance
- Sick Leave (earns 1 day per month)
- Vacation (graduated accrual schedule starts at 12 hours per month, starting balance negotiable)
- 11 paid holidays

TO APPLY:

External Applicants:

www.cityofpt.applicantpool.com/jobs

Internal (City of Port Townsend Staff Only):

www.cityofpt.applicantpool.com/internaljobs

First review June 28, 2021.

The City of Port Townsend is an Equal Opportunity Employer.



For more information about our City please visit www.cityofpt.us