CITY OF LONGVIEW WA
invites applications for the position of:

Human Resources Director

SALARY: $8,925.00 - $12,049.00 Monthly
$107,100.00 - $144,588.00 Annually

OPENING DATE: 06/02/22
CLOSING DATE: Continuous

JOB DESCRIPTION:
Longview, Washington (pop. 38,440) is located in Southwest Washington along the scenic Columbia River Basin 50 miles north of Portland, Oregon and 145 miles south of Seattle. Longview is a comfortable and affordable community with close proximity to larger city amenities as well as abundant outdoor recreational activities in the Cascade Mountains, Pacific beaches, and numerous rivers and lakes.

Reporting to the City Manager, the Human Resources Director is responsible for a comprehensive human resources program, benefits, employee safety, employee wellness program, and risk management functions. With the assistance of five department staff, this position develops and administers employment practices, policies, and other assigned programs to support management’s ability to achieve the organization’s goals and objectives.

The City provides a comprehensive benefits package that is predominantly employer paid for full family coverage, which includes medical or VEBA account, dental, vision, long-term disability, and basic life insurance. The City offers a generous paid leave program including paid vacation, holidays, and sick leave, and the ability to participate in a tax-deferred 457 retirement savings plan, Washington State PERS, short term disability, Flex 125 spending account, and supplemental life. The City also operates on a 4 day work week, to allow for a meaningful work/life balance.

Application process: First review of applications will occur on July 6th. Candidates must complete the online application process to include complete responses to the supplemental questions and required attachments, along with a cover letter and resume by the application deadline posted. Incomplete applications will not be accepted.

ESSENTIAL JOB DUTIES:

Directs and oversees departmental staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures, maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.

Provides oversight and directs the implementation of internal operations, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensures compliance with Federal, State, and local laws, regulations, codes, and/or standards; coordinates activities between multiple service areas; works to integrate and coordinate service areas.
Directs the City’s contract negotiation and labor relations activities; makes recommendations to City Manager and City Council on contract provisions; determines process and procedures regarding grievance management/settlement.

Negotiates and administers agreements related to employee benefits, including determining components of the City’s benefits package, negotiating with vendors, and managing the City’s benefits portfolio.

Prepares and administers the department budget; monitors and approves expenditures in accordance with policies and principles of sound fiscal management.

Determines City’s needs regarding organization’s structure/restructure, rewards, discipline, and internal investigations.

Develops, recommends, and implements Citywide programs, policies, and courses of action that support the City’s goals, mission, and core values.

Consults with City officials and department heads regarding Human Resources strategy and offers professional advice regarding Human Resources issues.

Performs other duties of a similar nature or level. Regular attendance is an expectation of all positions.

**MINIMUM QUALIFICATIONS:**
Bachelor’s degree in human resources, business, or related field; and 5 or more years of human resources management experience, preferably in a municipal setting. PHR or SPHR certification desired.

*Note: Additional qualifying experience may, at the discretion of the hiring manager, substitute for the required education of the assigned position.*

Licensing requirements may vary in accordance with assigned area.
Typical requirements:
Valid Driver's License

**IDEAL CANDIDATE INFORMATION:**
The ideal candidate will be an experienced labor relations manager with a strong human resource generalist background; ability to develop strong partnerships with City management and City labor leaders based on mutual trust, respect, and frequent, candid communication; and has significant experience in a comparably sized public agency. Extensive labor negotiations experience with police and fire unions in the State of Washington is highly preferred. This professional will bring exceptional interpersonal, communication, training and negotiation skills to the position. Must have knowledge of applicable employment laws, labor relations, personnel policy development, employee safety and health, and risk management functions.

Knowledge of:

- Management principles;
- Applicable human resource program management principles, practices, methods, and procedures;
- Employee relations principles and practices;
• Public administration philosophies, principles, and practices;
• Research, data, and report presentation techniques;
• Automated human resource information systems;
• Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
• Strategic business planning principles and practices;
• Training methods and principles;
• Research and data analysis techniques and methods.

Skill in:

• Managing a comprehensive human resource program;
• Negotiating contracts;
• Evaluating complex systems and efficiently formulating and implementing human resources methods, procedures, forms, and records;
• Monitoring and evaluating employees;
• Prioritizing and assigning work;
• Using a computer and related software applications;
• Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals;
• Responding to changing situations and needs;
• Handling multiple tasks simultaneously;
• Speaking in public;
• Conducting research;
• Preparing a variety of business correspondence;
• Developing and analyzing service offerings and programs;
• Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

APPLICATIONS MAY BE FILED ONLINE AT: http://www.mylongview.com
PO Box 128
1525 Broadway
Longview, WA 98632
360-442-5004
360-442-5004
human.resources@ci.longview.wa.us

Human Resources Director Supplemental Questionnaire

* 1. Please tell us why you are interested in becoming the next Human Resources Director for the City of Longview and how it fits into your overall career objectives. Please include in your discussion issues related to timing in your career, as well as your impressions and/or personal experience with the Pacific Northwest.
2. What do you believe are the top three critical issues facing human resources professionals in the public sector today and why? What is the most challenging personnel issue you have handled and why?

3. If I were to ask your reporting staff or your peers to comment about your leadership style, your leadership strengths, and your leadership weaknesses, how would they respond? What would this discussion tell me about you as a leader?

4. What skills and techniques do you use in building positive labor relations?

5. Please attach a brief sample (no more than four pages) of recent written document that you prepared for your City Manager/Administrator and/or elected officials. Please confirm that you understand this requirement by responding yes or no.
   - Yes  
   - No  

* Required Question