**Tualatin Hills Park & Recreation District**

HUMAN RESOURCES DIRECTOR

**Ad Text**

## The Position

The Human Resources Director is an influential leader and strategist excited by the opportunity to impact the people strategy and vision that enables the long-term success of Tualatin Hills Park & Recreation District (THPRD). Reporting to the General Manager, the Human Resources Director is a key member of the District’s leadership team and regularly collaborates across the organization to ensure the people strategy aligns with the District’s Comprehensive Plan and Strategic Plan. The Director is instrumental in shaping the organizational culture, promoting its values, and maximizing the potential of all employees.

The Director plans, directs, and manages all the functions of the Human Resources Department and develops the Department's annual budget. They assume full leadership responsibility for all programs, services, and activities, including employee and labor relations, recruitment and selection, job analysis and classification, compensation and benefits strategy development and administration, and employee performance evaluation and recognition. Additionally, the Director leads risk management, including coordination of District-wide claims, liability, workers’ compensation, District-wide property and casualty insurance, safety programming, and is a fiduciary of the District’s retirement plans. They also serve as the lead negotiator, facilitate the labor-management committee, and carry out the administration of labor contracts and agreements.

The Human Resources Director assists the General Manager in representing the District on a variety of complex initiatives and programs and assumes a lead role in carrying out highly complex analyses, special projects, and other initiatives related to personnel matters and recommending the appropriate course of action. The Director establishes and maintains effective working relationships with employees, officials, committees, and the public. As a visionary leader, the Director brings a fresh yet experienced voice and perspective to human resources initiatives. With a holistic perspective, they can envision the future of human resources and are excited to lead the Department through change and transformation. The Director embraces operational excellence, sets forward-thinking goals, and embraces the opportunity to help shape and influence the evolving organizational culture.

The Human Resources Director aligns with the District’s five practices of exemplary leadership, including modeling the way, inspiring a shared vision, challenging the process, enabling others to act, and encouraging the heart. The Director monitors human resources best practices and collaborates to identify alternative solutions in support of organizational goals and initiatives. They provide direction and set standards for excellence in internal and external customer service while effectively balancing compliance and regulatory guidelines. The successful candidate proactively develops relationships and partnerships throughout the District, building a deep understanding of the human resources needs of the organization. A person of exceptional character, the Human Resources Director offers confidence grounded in experience and makes balanced decisions for the best possible outcome.

## Qualifications

A minimum of seven (7) years of increasingly responsible experience in a full-service human resources department, including a minimum of three (3) years of experience managing employees and projects, is required. Experience working in the public sector in a union environment is essential. Direct experience working with part-time employees is ideal with prior experience in parks and recreation beneficial. IPMA-SCP, SPHR, or SHRM-SCP certification is preferred.

Any equivalent combination of education, experience, and training that would likely provide the applicant with the required knowledge, skills, and abilities is qualifying. This includes, but is not limited to, an equivalent to a master’s degree or equivalent work-life experience in human resources management or related field. A valid Driver’s License and a good driving record are required.

## Compensation and Benefits

The full salary range for the Human Resources Director is $182,306 – $221,587, with an anticipated hiring range of $182,000 – $201,000 and will depend on the qualifications of the successful candidate. Total compensation also includes an exceptional benefits package, including medical and dental care, generous paid time off, and meaningful work. THPRD offers a hybrid pension plan (not PERS) that provides for both a defined benefit pension plan at age 65 of 1.5% paid by the employer and a defined contribution plan funded by a mandatory 6% employee contribution in which employees are immediately vested. Full benefit details can be viewed [here](https://view.onedigital.com/thprd2024benefitsguide#page=1).

## How to Apply

We provide all individuals the opportunity to play, learn, and explore, and all employees and volunteers the opportunity to further the District's mission. We do this by removing barriers to participation, fostering an inclusive culture, and offering programs that celebrate the District's diverse population.

Applications will be accepted electronically by Raftelis at [jobs.crelate.com](https://jobs.crelate.com/portal/raftelis/job/byfhpsurrzwikd8p7scs9syzoa). Applicants complete a brief online form and are prompted to provide a cover letter and resume. Open until filled with the first review of applications beginning **July 22, 2024**.