



Deerfield
Beach^{FL}

DEERFIELD BEACH, FLORIDA
DIRECTOR OF HUMAN RESOURCES



GovHR USA
GovTEMPSUSA

EXECUTIVE RECRUITMENT

DEERFIELD BEACH, FLORIDA

DIRECTOR OF HUMAN RESOURCES



The City of Deerfield Beach is seeking candidates for the position of Director of Human Resources, responsible for administrative and professional work directing the City's centralized Human Resources and Risk Management Department. The responsibilities of the Director of Human Resources include supervision of professional staff, long-range planning, and budgetary development and management. Work is performed under the direction of the city manager. The Director of Human Resources serves in a key manager capacity, with considerable independent judgment, providing technical assistance and guidance as necessary on matters relating to human resources and representing the city manager as needed.

Jim Dinneen, Vice President
GovHR USA
630 Dundee Road, Suite 225
Northbrook, IL 60062
TEL: 847-380-3240 x136
FAX: 866-401-3100

Formal applications should be submitted to:
www.govhrjobs.com

HISTORY AND BACKGROUND

With a population of more than 86,000 residents, the City of Deerfield Beach is a coastal community of 16.3 miles of land located on the beautiful east coast of southern Florida in Broward County. A unique mix of urban and suburban living, it is home to a robust commercial community with several advanced industrial businesses, including the People's Trust Insurance, Southeast Toyota, JM Family Enterprises, the Learning Center headquarters, UM Sylvester Comprehensive Cancer Center and other national and international businesses. Deerfield Beach has a year-round tropical climate with an average of 251 days of sunshine, making it one of the most attractive places in the United States to call home. It is a nautical destination with beautiful beaches, waterways, and ocean access ideal for boaters, fishers, and surfers.

The City has approximately 400 full-time and part-time employees. Deerfield Beach has positive relationships with two collective bargaining units, IUPAT with 212 members and PMSA with 49 members. Police and Fire Rescue Service are provided by the Broward Sheriff's Office and are therefore not subject to bargaining by the City. The City is self-insured and provides robust benefits to its employees.



QUALIFICATIONS:

Bachelor's degree in Human Resources Management, Business or Public Administration, or closely related field. Three to seven years of experience in the human resources field, and prior experience in local government setting in a similar sized organization.

PREFERRED QUALIFICATIONS:

Master's degree in Human Resources Management, Business or Public Administration. Human Resources Certification from a professional credentialing organization. Prior experience as a director or manager in the human resources profession.

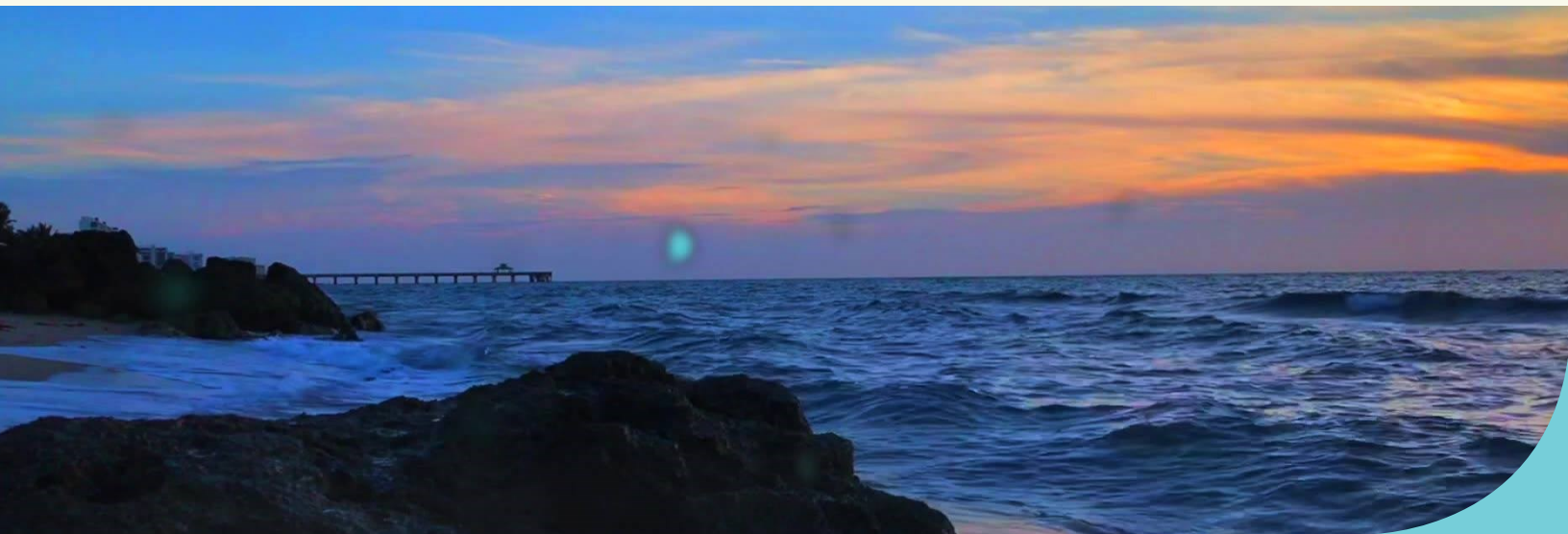
ESSENTIAL JOB FUNCTIONS:

- Plans, organizes, directs, and controls the activities and functions of the Human Resources and Risk Management Departments.
- Major responsibility for development and administration of Human Resources Department Budget.
- Assigns job duties and monitors task completion.
- Assists employees in career development.
- Develops and maintains accurate and current records of job-related meetings, complaints and investigations.
- Discusses alternatives and recommends the discipline and/or termination of union or nonunion employees. Coordinates the approval and documentation requirements.
- Investigates grievances. Prepares for and attends grievance meetings and hearings.
- Negotiates collective bargaining agreements with union representatives and solicitors.
- Consults with legal counsel as necessary to ensure adherence to appropriate laws and regulations concerning matters pertaining to human resources.
- Prepares defenses and presents cases at Unemployment Compensation Hearings.
- Verifies monthly pay out.
- Submits reports and recommendations to the City Commission on the status of programs of the Human Resources Department.
- Updates and prepares new job descriptions/classifications and assign salary grades.
- Researches and analyzes competitive wage rates.
- Maintains salary schedules for employees and implements wage/salary adjustments.
- Assists in developing and monitoring performance appraisals and pay for performance issues.
- Develops programs to reward or recognize employees for length of service, safety, attendance, wellness, or performance.



KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of implementing human resources and risk management practices.
- Knowledge of laws and regulations pertaining to human resources and risk management issues.
- Knowledge of labor relations methods and practices of municipal budgetary processes as it applies to the department.
- Skill in employing personnel management methods to achieve effective utilization of services.
- Skill in analyzing human resources issues and implementing effective solutions.
- Skill in organizing and directing the work of others.
- Skill in using advanced technology and HRIS systems
- Skill in oral and written communication.
- Skill in establishing and maintaining effective and constructive working relationships with the media, City employees and the general public.
- Ability to deal effectively with the general public, City officials, and other City employees.
- Ability to negotiate and partner with private and public organizations for the good of the City and its employees.
- Ability to make budget recommendations and manage the budget.
- Ability to use small office equipment and computers.
- Develops compensation, benefit, and other related studies/surveys.
- Develops and administers benefit programs including health and life programs.
- Prepares annual reports and budget estimates for human resources programs.
- Serves as a clearinghouse for questions and provides information.
- Coordinates activities with industry, business, government agencies and fraternal organizations to further communicate human resources goals; prepares programs to develop better understanding in the area of equal employment opportunities and the importance of job development.
- Maintains on-going knowledge of policies, procedures, laws and ordinances, benefits, union agreements, etc.
- Identifies, evaluates, conducts, develops, and arranges for internal and external training initiatives.
- Performs all other related duties as assigned.



PHYSICAL DEMANDS

The physical demands involve hearing, speaking seeing, standing, manual dexterity (hands/fingers), near and far acuity, repetitive motion, reaching and grasping. May be required to exert 10 pounds of force occasionally and/or negligible amount of force occasionally to lift, carry, push, pull or otherwise move objects.

WORK ENVIRONMENT

The worker is not substantially exposed to adverse environment conditions: job likely consists of typical office work or administrative work. The employee works in a dynamic environment that requires the need to be sensitive to change and responsive to changing goals, priorities, and needs .

SALARY RANGE

\$112,000 - \$185,600. Actual salary will be determined by the selected candidate's qualifications and experience. The City offers an excellent array of benefits.

APPLICATION PROCESS

Apply online to www.GovHRjobs.com with resume, cover letter and contact information for five professional references by March 31. Applications may be subject to Florida Sunshine Laws.

For further information, contact Jim Dinneen, Vice President and Executive Recruiter, at 847-380-3240 x136.



GovHR USA
GovTEMPS USA

EXECUTIVE RECRUITMENT

www.GovHRUSA.com