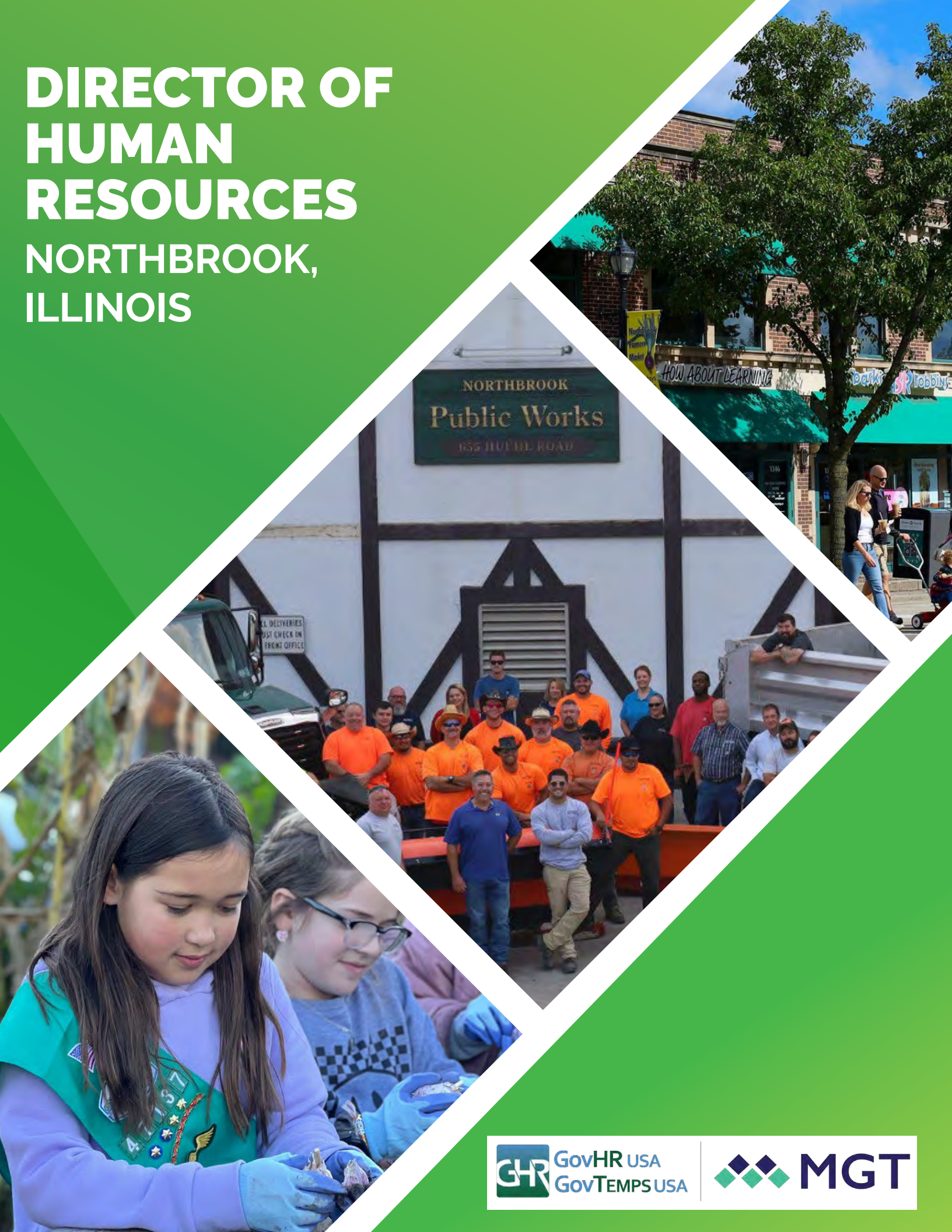


DIRECTOR OF HUMAN RESOURCES

NORTHBROOK, ILLINOIS



DIRECTOR OF HUMAN RESOURCES NORTHBROOK, ILLINOIS

THE POSITION IN BRIEF

Northbrook is seeking a highly professional and progressive human resources leader to serve as its first Director of Human Resources where they will move the employee experience forward. The position will have the exciting opportunity to lead a newly created work group where they will articulate and implement industry best practices. As a key leader of the executive leadership team, the director will oversee, with the assistance of a Human Resources Generalist and Employee Support Coordinator, recruitment and retention efforts, collective bargaining strategies, compensation administration, benefits, organizational development initiatives and interact with retirees. A visionary, strategic thinker with a focus on consensus building who can offer strong leadership and bring critical business acumen to this position is strongly desired. The ideal candidate will have a commitment to build relationships to effectively implement best practices and high-level customer service. Northbrook is committed to creating a workplace of choice.





THE VILLAGE

Northbrook, Illinois, with a resident population of 35,000 and a daytime population of more than 52,000, is a premier northern suburb of Chicago well known for professional, stable leadership and as an excellent community in which to live, work and play. (<https://www.northbrook.il.us/>). Northbrook's schools are among the best in the nation ([U.S. News Ranking](#)), its award winning parks and recreational facilities offer something for all ages and interests (<https://www.nbparks.org/> and its library is an important and valued community resource (<https://www.northbrook.info/>).

Northbrook is strategically located near numerous transportation resources in the Chicago metropolitan area making it an ideal location for business location. Northbrook is home to several corporate headquarters including Crate and Barrel, Bell Flavors & Fragrances and Underwriters Laboratories. Northbrook is known for its regional shopping and dining destinations like Niemen Marcus and Pinstripes, REI outdoor equipment store as well as one of the area's largest Whole Foods.

Northbrook is a family oriented, civic minded community with a small-town atmosphere. Many of its residents grew up in Northbrook and returned to raise their families in the community. In addition, the Village's many units of government (several school districts and a separate park district) have an extremely high level of collaboration and communication enhancing the overall community-oriented atmosphere.

The Village offers a full array of municipal services and operates under a council-manager form of government. There is a long history of political stability and prides itself on a progressive, professional staff. The Village Manager is responsible for the appointment and supervision of all department heads.

DEMOGRAPHICS/ GENERAL INFORMATION

Population: **35,222/**

Daytime Population: **60,000**

County: Cook; Township: **Northfield**

Size: **13** square miles

Median Household Income: **\$150,326**

Median Home Price: **\$621,600**

Median Age: **49.7**

Racial Make-up:

White **80%**

Asian **15%**

Hispanic **1.5%**

Black **1.2%**

THE HUMAN RESOURCES DIVISION AND THE MUNICIPAL ORGANIZATION

The Human Resources Director will have the unique and exciting opportunity to establish a full service Human Resources work group centralizing many traditional human resource functions that will benefit from additional oversight and coordination and articulating and implementing industry best practices. Following a recent comprehensive evaluation, the Village created a three person division in the Village Manager's Office that will support prospective employees, current employees and Village retirees. The Director will be the initial hire and will be joined by a Human Resources Senior Generalist and an Employee Support Coordinator shortly after. The Director will be called upon to build an environment attentive to internal customer services and engagement with employees and retirees. In addition to the traditional functions, including servicing the employee's traditional human resources needs, labor relations, talent acquisition, retention, DEI, training and development, the department will have a focus on both employee and retiree support and well-being.

The Human Resources Director will be an integral part of the Village's executive leadership team and will collaborate with them to service employee needs, as well as cooperating and offering guidance on interdepartmental matters. The Human Resources division will support the following Village departments: Village Manager's Office, Fire, Police, Public Works, Development & Planning Services, Information Technology and Finance. There are 275 full time employees, 8.5 permanent part-time positions and 8.75 seasonal part-time positions and a total [municipal budget of \\$104 million](#).

The Village has collective bargaining agreements with four labor units representing employees in Fire, Police and Public Works. A positive and productive working relationship with each labor unit is very important to the Village. Contracts can be found at <https://www.northbrook.il.us/849/Village-Finances>.





KEY EXPECTATIONS AND CHALLENGES FOR DIRECTOR OF HUMAN RESOURCES

The Director of Human Resources will have the opportunity to create a HR team that effectively supports the Village's human resources needs and contribute to its success. The Director will plan, organize and lead the overall operation of Human Resources within the Village Manager's Office. The HR Director is part of the management team and serves as a resource to other departments while working under the direction of the Village Manager. The Director will coordinate, analyze and proposes staffing procedures, and provide staff assistance to the Village Manager including but not limited to the following:

- An attentive and responsive leader who offers solutions in their retention, supervision, including the professional development of the human resources staff to ensure continuing growth as content matter experts in related disciplines. A strategic partner who offers solutions to human resources issues and a desire to understand unique workplace operational situations.
- Plays a significant role in collective bargaining and labor relations, by attending labor meetings and maintaining all records. May act as chief negotiator at the discretion of the Village Manager. Conducts employee investigation in accordance with Village policies and procedures.
- Oversees the village's overall talent management plan initiatives. Directs opportunities to improve and align supporting systems to maintain an integrated approach to talent management including retention. Coordinates the recruitment process for all non-sworn positions to ensure compliance with village hiring practices embracing best practices.
- Responsible for compliance with federal, state and local laws regarding the development, revision and implementation of the personnel handbook including human resources policies and procedures. Ensures and monitors organizational compliance.
- Oversees any outsourced administrative and transactional human resources work ensuring effective use of employees and responding to organizational needs.
- Manages, directs and promotes risk management and safety policies and programs throughout the Village. Coordinates claim administration for on-the-job injuries.
- Serves as designee to various intergovernmental agencies including but not limited to Intergovernmental Risk Management Agency (IRMA) for workers compensation and Intergovernmental Personnel Benefit Cooperative (IPBC) for health benefits at the Village Manager's direction. May service as staff liaison to village commissions and committees.
- Responsible for development and administration of the human resources and self-insurance budgets.
- Manages and develops programs and activities related to the village's benefits including creating a positive, productive and supportive work culture focusing on physical, emotional and financial well being including work life harmony.
- A decisive leader who is confident, honest, fair, and one who consistently assures the integrity and competence of the divisions work product, processes, and procedure. An individual who is hard-working, creative, and ethical upholding high moral standards and who leads by example in a highly transparent organization.
- A consensus builder who can establish positive and productive working relationships with department directors, employees, retirees, and other stakeholders. An individual who understands and embraces a dynamic, fast-moving municipal organization that serves the community on a 24/7 basis.

THE IDEAL CANDIDATE

Candidate Must Haves

- A bachelor's degree in Human Resources Management, Organizational Management or Leadership and/or Business or Public Administration or closely related field. A master's degree is preferred. Ability to interpret and enforce applicable Federal, State and local policies, rules, laws and regulations.
- Seven years of experience in human resources with three of those years served in a management capacity. IPMA, SHRM, SPHR or PHR credentials are highly valued and desirable.
- Have extensive experience in directing activities involving policy development and interpretation, talent acquisition, retention, motivation, position classification and compensation plan administration, leadership development, organizational culture, benefits administration, records management, health and safety, labor relations, legal compliance, DEI and professional development.
- Have a positive track record in labor/management relations with the ability to work effectively with the union leadership while negotiating contracts in a fair and consistent manner—one that results in a mutually respectful relationship.
- Have proven verbal communication skills, both one-on-one and in a public speaking venue, treating everyone in a professional and respectful manner.
- Have complete personal and professional integrity, gaining respect and inspiring the trust and confidence of subordinates, co-workers, and elected and appointed officials, as well as the general public.
- Be a highly motivated, visionary, goal-oriented leader with a proven ability to gain cooperation and communicate clear delegation and direction.
- Be organized, proactive, anticipatory and innovative, and can develop and implement creative strategies when dealing with issues, challenges and opportunities involving the Village; be someone who can make difficult decisions and stand behind those decisions.
- Have an "open door" management style and believe in and practice participative, collaborative "team management" with the ability to empower others; value the contributions of Human Resources division employees, interacting with employees and involving them in decision making when appropriate. Have an open, friendly personality and communication style and a calm demeanor; be one who can establish trust quickly with others.
- Can attract, develop, motivate, and retain highly qualified professional staff with a focus on diversity and inclusion; be a mentor who encourages the best in employees.
- A technologically savvy manager who embraces the latest tools and trends to create efficiencies and improves the effectiveness of the organization in human resources.
- Ability to evaluate performance of staff reporting to the Human Resources Director, with the goal of enhancing productivity and performance and assigning work based on individual employee strengths. Ability to act as a coach and mentor to staff members when appropriate.



COMPENSATION AND RESIDENCY

The starting salary range is \$140,000 - \$160,000 depending on the candidate's qualifications and experience. The Village offers an excellent benefits package including membership in the Illinois Municipal Retirement Fund and optional deferred compensation plans. Residency in Northbrook is not required, however residency in the state of Illinois is required.

HOW TO APPLY

All applicants shall submit resume, cover letter, and contact information for five professional references electronically no later than March 11, 2024 to GovHRjobs.com to the attention of Katy Rush and/or Mary Rath, GovHRUSA. Please direct inquiries about the position to krush@govhrusa.com or mrath@govhrusa.com.

The Village of Northbrook is an Equal Opportunity Employer.

