



Human Resources Director
City of Edina



Edina City Hall, 4801 W. 50th St.

The Community

The City of Edina is a first-ring suburb on the southwestern border of Minneapolis, Minnesota. Edina is a part of the Twin Cities metro which is home to more than 3.4 million residents. Known for its outstanding quality of life, the community is home to an estimated 53,318 residents within an area of nearly 16 square miles. Edina is served by several major highways that bring significant amounts of people into the community throughout any given day. Minnesota State Highways 62 and 100 divide the city into four sections. U.S. Highway 169 and Minnesota Highway 100 extend north and south. Interstate Highway 494 and Minnesota Highway 62 extend east and west.

The City has become known for its quality residential housing stock and attractive neighborhoods. Although the emphasis has changed over the years from exclusively single-family housing to a more balanced mix of single- and multi-family housing types, the City's concern for overall quality in residential development remains a top priority.

Major industries with headquarters or divisions within the Edina include M Health Fairview Southdale Hospital, Southdale Center and Galleria malls, Nash Finch Co. and FilmTec Corporation. Edina's robust business community is based in three primary nodes: 50th & France, Greater Southdale and a professional/industrial district west of Highway 100. Numerous employers in the medical, retail, service, manufacturing and distribution industries are located in Edina. Edina is home to approximately 45,000 jobs that are expected to remain stable over the coming years.

More than 95 percent of available land is developed in Edina. In the recent past, the city has been going through a transformational redevelopment. Brisk activity in single-family redevelopment to multi-residential high-rises and commercial structures are examples of successful revitalization strategies.

The Organization

The City of Edina is a statutory city operating under a council-manager form of government. City of Edina employees deliver a wide range of quality services to the people who live, work and play in Edina. The City's employees are organized into 10 departments:

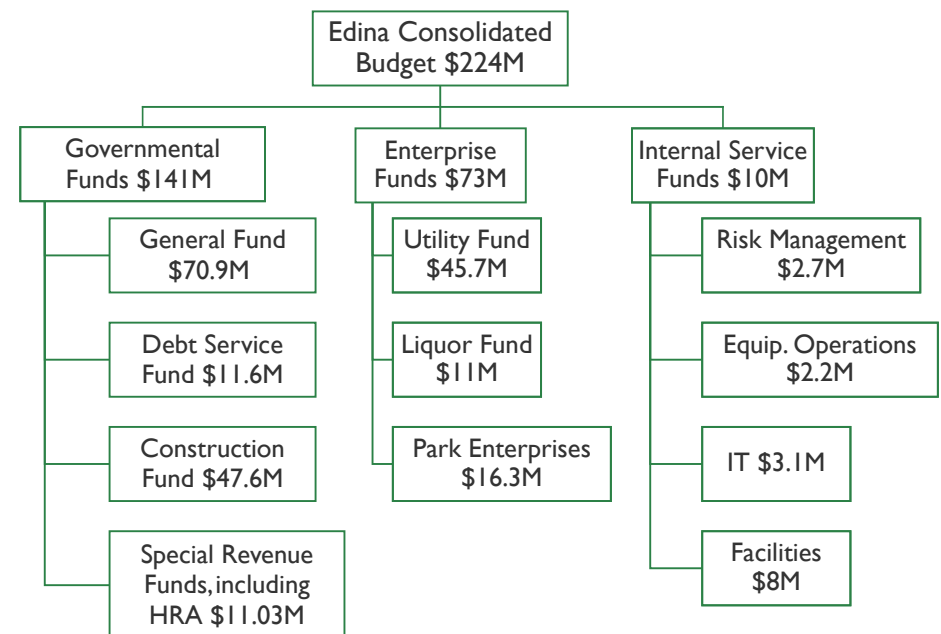
- Administration
- Communications
- Community Development
- Finance
- Fire
- Human Resources & Risk Management
- Information Technology
- Police
- Parks & Recreation
- Public Works

The City has approximately 345 full-time employees. Throughout the year, the number of part-time and seasonal staff fluctuates between 400 and 500 employees. Over the course of a typical year, the City employs more than 1,000 people.

Budget

The City's total budget, including enterprises, is \$224 million for 2026. The City's General Fund budget is \$70.9 million. In 2025, Edina has the sixth largest Estimated Market Value in the state, \$17.3 billion. The City enjoys AAA and Aaa bond ratings from S&P Global and Moody's Investor Services, respectively.

The HR Department's budget for 2026 is approximately \$2 million. The Department also manages the \$2.7 million budget for Risk Management under the City's Internal Service Funds.

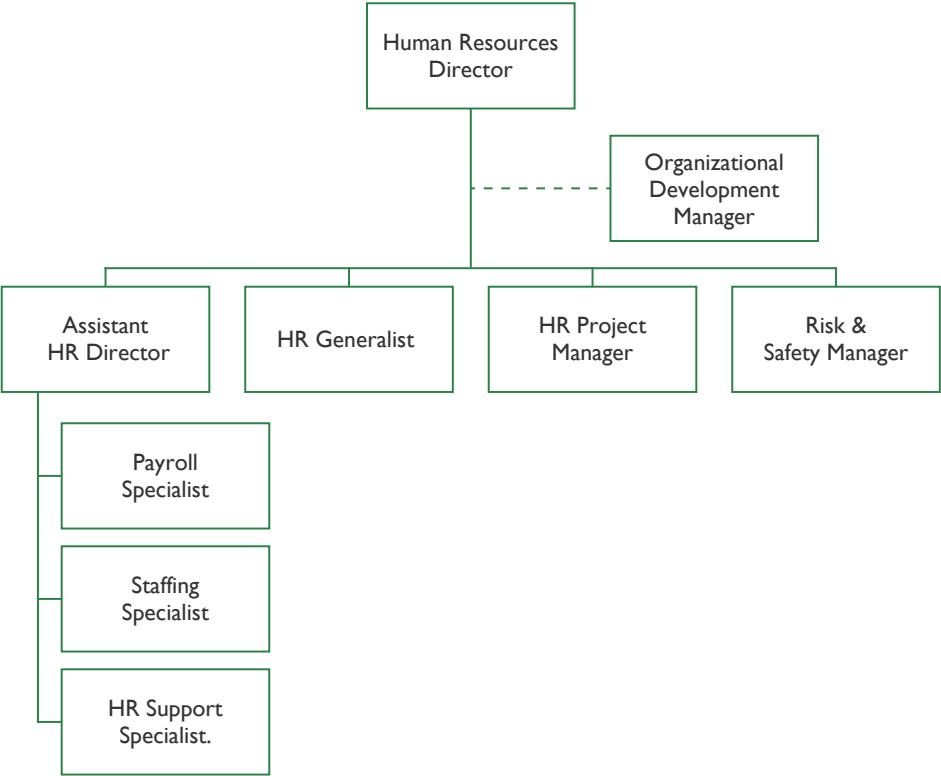


HUMAN RESOURCES DEPARTMENT

The Human Resources Department collaborates with other City departments to foster a supportive and productive work environment. The department does so by hiring top talent, developing cost-effective and attractive compensation and benefit plans, developing employment policies, mitigating risk and ensuring compliance with employment laws. Staff also provides leadership and employee development training and leads employee and labor relations.

DEPARTMENT ORGANIZATIONAL CHART

The Human Resources Department consists of 6.25 FTEs, including an Assistant HR Director, HR Generalist, Staffing Specialist, Payroll Specialist, Risk & Safety Manager, HR Support Specialist (PT) and HR Project Manager (PT). The department also receives support from the City's Organizational Development Manager.



THE POSITION

The City of Edina Human Resources Director provides strategic leadership and oversight of all HR programs, policies and services for the City. The HR Director promotes a high-performance, customer-focused and inclusive culture; builds trust and partnerships; and provides executive-level advice to City leaders.

The HR Director serves as the lead negotiator for the City's six unions.

This position aligns people strategies with the City's goals that are informed by organizational values and City priorities. This position develops and implements strategies to attract, retain and engage a high-performing, diverse workforce, while ensuring compliance with applicable laws, collective bargaining agreements and City policies.

The HR Director reports to the Assistant City Manager and serves as a trusted advisor to executive leadership and department directors on workforce planning, employee/labor relations and organizational development.

SCOPE OF IMPACT

The HR Director serves in a strategic, analytical and operational leadership role, overseeing a wide range of human resources functions for the City. This position is responsible for planning, organizing, and directing all HR programs and initiatives, supported by a team of 6.25 FTEs.



ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Designs and leads City-wide HR strategies, systems and processes that align with organizational priorities, ensuring the department has the resources and structure needed to deliver high-quality results.
- Cultivates strong working relationships with internal and external stakeholders through open communication, transparency and collaborative problem-solving. Demonstrates understanding of the City's programs and uses HR expertise to support organizational goals in partnership with departments.
- Works closely with members of the Executive Leadership Team (ELT), senior leaders and labor partners to identify organizational needs, build consensus and advance shared objectives.
- Promotes ethical decision-making, responsible stewardship of public resources and a culture of accountability across the department and the organization.
- Exhibits strong emotional intelligence in interactions, leadership and decision-making.
- Navigates complex organizational dynamics, applies systems thinking and balances long-term strategic planning with day-to-day operational oversight.
- Communicates clearly and professionally in both written and verbal formats, including in sensitive or challenging circumstances.
- Stays current on leading HR practices and integrates relevant improvements into City operations.
- Oversees the creation and management of departmental budgets (HR and Risk Fund), policies, programs and projects to ensure efficient and effective service delivery.
- Ensures City and departmental practices comply with all applicable local, state and federal laws, as well as HR-related policies and regulations.

- Leads the development, documentation and communication of consistent, transparent HR practices across the organization. Provides strategic leadership and oversight for major functions such as HR administration, policy development, labor relations, classification and compensation, leave administration, benefits and safety and risk management.
- Continuously evaluates HR service delivery through performance metrics and best-practice standards, identifying and implementing opportunities for improvement.
- Serves as the City's lead labor negotiator, using data analytics to ensure negotiation strategy is aligned with union proposals.
- Negotiates vendor contracts and ensures cost-effective service delivery.
- Fosters a supportive, inclusive team environment where employees feel valued, engaged and able to contribute meaningfully.

Performs other duties and activities as assigned.



POSITION QUALIFICATIONS

The ideal candidate will have a successful career as a leader with executive level experience in HR administration labor and employee relations, classification and compensation, talent acquisition and retention, information systems and processes, leave of absences, risk and safety, and benefits. The HR Director will be a strong communicator, collaborator and problem-solver. They will have demonstrated experience with process improvement and will be flexible with strong management skills and a customer-centered focus.

Minimum Qualifications:

The job requires a bachelor's degree in Human Resources, Organizational Development, Industrial Relations, Public or Business Administration or a related field and at least eight years of progressively responsible human resources experience with at least five years of direct supervisory experience. Candidates must have previous experience with organized labor, including collective bargaining, contract administration and grievance processes. A valid driver's license or evidence of equivalent mobility is also required.

Desired Qualifications:

Additional desired qualifications include five years of public sector experience with organizations similar in composition to the City of Edina and three or more years of experience with organized labor, including collective bargaining, contract and grievance administration.

Knowledge, Skills and Abilities Required for Successful Job Performance:

- Comprehensive knowledge of HR strategies, practices and employment/labor law.
- Skill in designing and delivering training and development programs.
- Understanding of municipal government operations.
- Ability to develop and manage budgets.
- Strong judgment, analytical skills and problem-solving abilities.
- Effective leadership, coaching and team-building skills.
- Ability to prioritize work, manage multiple projects and operate independently.
- Skilled in negotiating contracts and labor agreements.
- Proficient with standard office software, data management and reporting.
- Strong written and verbal communication skills, including public speaking.
- Ability to maintain confidentiality and handle sensitive information.
- Strong interpersonal skills to build effective working relationships.



Physical and Mental Requirements:

Physical effort is light, with lifting or carrying limited to 25 pounds intermittently. There are intermittent visits to City department locations, some of which are in other areas of the city. There is a need to deliver information, which will involve regular public speaking and presentations to City leadership. Deadlines and frequent interruptions are likely to occur. Report preparation and writing will at times require extended use of a keyboard.

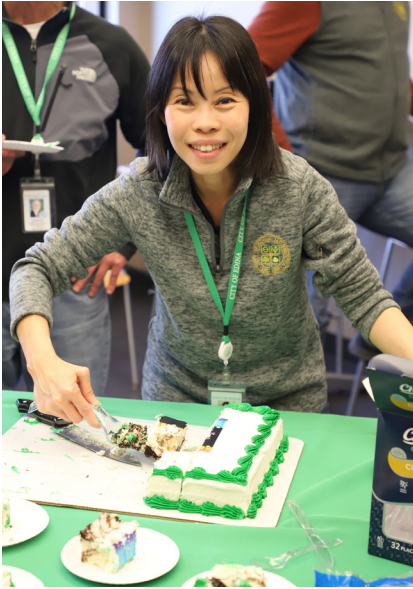
Working Conditions:

Most work is performed in a normal office environment. Occasional driving or riding is required to attend meetings. The job may involve dealing with and calming individuals who are emotionally charged over an issue.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City retains the discretion to add duties or change the duties of this job at any time.



COMPENSATION AND BENEFITS

The salary range for this position is \$138,727-\$173,409. The City of Edina offers a competitive benefits program, including participation in the Public Employees Retirement Association pension plan, medical and dental insurance, life insurance, paid leave programs and additional voluntary benefits.

APPLICATION AND SELECTION PROCESS

Applications will be accepted through the end of the day on Monday, Dec. 29, 2025. Interested candidates should apply online with resume, cover letter and contact information for five professional references at www.MGT.com. Confidential inquiries may be directed to Pam Dmytrenko, 612-747-7714, MGT Approved Independent Executive Recruiter.

First round interviews with the City of Edina are anticipated on Jan. 29, 2026.

For more information on the City of Edina, visit EdinaMN.gov.

The City of Edina is an Equal Opportunity Employer.



Edina Kuhlman Stadium, 5701 Normandale Road

