BURNSVILLE, MINNESOTA
DIRECTOR OF HUMAN RESOURCES

BE PART OF OUR TEAM

EXECUTIVE RECRUITMENT
**The City**

Burnsville, MN (pop. 61,203) is a dynamic, diverse community located at the southern gateway to the Twin Cities. Situated at the intersection of two major interstates (I-35W and I-35E), Burnsville is 12 miles from the Minneapolis-St. Paul International Airport and within minutes of other area attractions such as Mall of America, Valleyfair and the Minnesota Zoo. Burnsville’s convenient location provides easy access to both downtown Minneapolis and downtown St. Paul.

Burnsville is a welcoming community that offers something for everyone. The City has a variety of housing options, unique retail and restaurant opportunities and numerous recreational amenities. The City is home to such regional attractions as Buck Hill Ski & Snowboard resort, the Ames Center performing arts theater and 76 parks that span more than 1,750 acres and include miles of trails and featured amenities such as an award-winning dog park, splash pad and inclusive playground that provide opportunity for recreation in every season.

**BURNSVILLE FAST FACTS**

- **Population:** 61,203
- **Square miles:** 26.87
- **Median Age:** 36.4
- **Median Home Value:** $237,100
- **Median Household Income:** $70,600

**Position in Brief**

The Director of Human Resources reports to the Deputy City Manager who oversees Organizational Services. The Organizational Services Department includes: Finance, Human Resources, Information Technology, Communications and City Clerk.

The Director of Human Resources oversees a staff of four and is responsible for the full complement of human resources services and management, including benefits administration, risk management, labor relations, employee recruitment, retention and organizational development.

Burnsville is a full-service city including police, fire, public works, community development, finance, human resources and parks and recreation. The City has 280 full-time employees, and 200 part-time seasonal employees. The City has five unions representing public works, police and fire groups.
The Organization

The City of Burnsville is a Statutory Plan B city with a mayor and four at-large council members elected to four-year terms. The City Council is responsible for all policy and legislative decisions. The Council appoints the City Manager, who oversees day-to-day operations of the City and directly oversees the six departmental leaders of Organizational Services, Public Works, Community Development, Parks and Recreation, Police and Fire.

The City believes employees are its most valuable asset and prioritizes hiring and retaining high-performing, hard-working, creative and innovative people. Individuals are given the opportunity to thrive, lead and make a difference in a fun and fast paced environment. There is a commitment to pro-active planning and problem solving.

This is reflected in the city’s organizational values. The City believes public service makes a difference through collaboration, innovation and excellence:

Collaboration: We value people and perspectives.
Innovation: We are on the leading edge.
Excellence: We expect the best.

The City recently undertook a community engagement and branding effort: “You Belong Here.” The City’s leadership believes in a community and organizational culture that is welcoming to all and creates opportunities for everyone to be successful. The City Council recently adopted the vision: Burnsville is a vibrant city, boldly leading, welcoming to all.

Expectations and Projects

The City is undertaking a dynamic transformation of human resources with the vision and commitment to become an employer of choice. The next Director of Human Resources will have the opportunity to guide and develop those efforts. Some of the key initiatives will include:

- Mentor and develop the Human Resources team to ensure the department is providing excellent customer service to all stakeholders as well as implementing best practices.
- Review, update and adopt policies and procedures that incorporate leading and best practices for a changing workforce and dynamic work environment.
- Develop an organizational development and training program that creates opportunities for personal and professional growth for employees at all levels of the organization.
- Review and modernize the City’s current performance appraisal process and develop an approach that reflects best practices for both managers and employees.
- Assess the City’s current strategies for talent acquisition and retention and determine their effectiveness and/or opportunities for improvement.
- Assess the department’s current use of technologies (HRIS, Applicant Tracking) for effectiveness and opportunities for improvement.
Candidate Qualification Criteria

The following education, experience, leadership and management criteria have been identified by the City of Burnsville as important skills and abilities for the successful candidate to possess.

Must Haves:

- A Bachelor’s degree in human resources management, business, public administration or closely related field.
- Five to seven years increasingly responsible experience in human resources management, preferably in an organization of similar size and/or complexity.
- Experience in HRIS systems, employee engagement and training are highly valued.
- PHR/SPHR or SHRM-SCP credentials are a plus.

The Ideal Candidate Will Be:

- Collaborative and team oriented.
- Committed to excellence in customer service.
- A welcoming and inclusive manager.
- An excellent communicator, skilled at communicating across all levels of an organization.
- Knowledgeable of best management practices in human resources and willing to innovate.
- Able to develop partnerships to facilitate communication, collaboration and cooperation.

Compensation, Benefits and Organizational Culture

The City of Burnsville offers a progressive and collaborative culture. Individuals must be committed to a welcoming and inclusive approach to problem solving and service delivery.

The starting salary range is $114,243 - $142,482 +/- DOQ, with a comprehensive benefits package.

HOW TO APPLY

Candidates should apply by May 15, 2020 with resume, cover letter and contact information for five work-related references to [www.GovHRjobs.com](http://www.GovHRjobs.com) to the attention of:

Charlene Stevens, Senior Vice President  
GovHR USA  
630 Dundee Road, #130  
Northbrook, IL 60062  
Tel: 847-380-3240

The City of Burnsville is an Equal Opportunity Employer.