Decatur is a welcoming, historic city that combines the best in a vibrant small-city atmosphere with the sophistication and excitement of a college town—along with all the benefits and amenities of living in a major metropolitan area. The City is just minutes east of downtown Atlanta, minutes west of Stone Mountain, and a MARTA rail station is right under the downtown square. The City is a 2018 All-American City, known to be a forward-looking High-Performance Organization.

Decatur is known for the depth and breadth of community celebrations. In 1987 the “Decatur Beach Party,” debuted on the MARTA plaza in downtown Decatur. Today, the AJC Decatur Book Festival, draws close to 80,000 attendees yearly. In addition to the Book Festival, Decatur has an Arts Festival, a Craft Beer Festival, a Wine Festival, a Barbecue, Blues & Bluegrass Fest and the recently debuted and highly popular Porchfest, a grassroots music festival which takes place in the Oakhurst neighborhood.

In 1997, ground was broken for the first downtown residential mixed-use development. Today, downtown Decatur has several completed mixed-use developments with several more underway. Careful planning has not stifled spontaneous creativity. Decatur’s crosswalks are large colorful painted flowers and the utility boxes along the public right away have been turned into works of art. Public art is all over Decatur with residents loaning extraordinary and unique pieces of art for all to enjoy. The Decatur Arts Alliance works closely with the City to coordinate and sometimes purchase art for the public art exhibits in the downtown and Oakhurst areas. Street musicians can be found entertaining visitors strolling around the City’s Plaza in route to one of the downtown’s numerous and unique restaurants and shops.

In June 2018, Decatur was one of ten cities across the country named an All-America City by the National Civic League. The honor recognizes civic engagement in addressing critical issues and creating strong connections among residents, businesses, non-profits and government groups. Decatur was recognized specifically for the results of the Better Together Community Action Plan, the Police Department’s intentional focus on community engagement and training, and the I Am Decatur photo portraits that represent the diverse backgrounds and experiences of community members.

Better Together is a citizen-led, government supported effort to build deeper connection, understanding, and mutual respect among the Decatur community. The process facilitated a substantive community conversation about the myriad differences — in culture, race, age, abilities, politics, economic resources, and more — that make up the City of Decatur.
City Organization
The Decatur City organization includes 230 full time and 301 part time seasonal employees who are encouraged to participate in interdepartmental teams and committees as well as professional development opportunities. Teams have clear authority and focus on technology, wellness, performance management and other topics. The Administrative Professional staff members from all departments meet regularly and have a budget for professional development.

The City’s leadership has been dedicated to recruiting a diverse workforce to reflect the community they serve. While an ongoing effort, the City has been successful in developing a diverse team throughout the city organization. The City’s organizational culture has been one where most of the interaction with the City’s Commissioners is through the City Manager and Assistant City Managers. There is a high degree of positive collaboration between the senior staff and the City Commission and a mutual respect of one another’s roles and responsibilities. The organizational culture is also one of openness, equity and approachability. The City Manager and other senior leaders regularly roll up their sleeves and assist in the administration of the City without regard to hierarchy.

The City organization is focused on customer service, both internal and external. Highly responsive, personable customer service is expected. To professionally develop employees and foster innovation, the City has an employee academy led by employees. The E-5 Academy started as an innovation project through the Alliance for Innovation. The Academy is a nine-month leadership development program where employees meet monthly in part to understand how their work aligns with the larger goals of the municipal government. The group then works on innovative projects that can improve city operations. Members of the group attend the Alliance for Innovation’s Transforming Local Government annual conference. Department leaders are encouraged to participate in their professional associations and stay current in their fields so they can bring innovation and current best practices back to the City.

DECATUR FAST FACTS
- Year Incorporated – 1820
- Land Area (sq. miles) – 4.4
- Number of households: 8,133
- Median Age – 35.5
- Median Household Income - $92,263
- Average Price of single-family home- $418,700
- Three MARTA transit stations inside the city limits
- 6 miles from downtown Atlanta
- 17 miles from Hartsfield-Jackson Atlanta International Airport

The Director of Human Resources Position
The Director of Human Resources reports to the Assistant City Manager for Administrative Services. The Administrative Services Department includes: Finance, Human Resources, Information Technology and Municipal Court. The Director of Human Resources will oversee a staff of four and be responsible for the full complement of human services and management including: Benefits Administration, Payroll, Employee Recruitment, Retention and Engagement. Decatur also administers its own retirement plan for employees.

The Director of Human Resources must fully embrace the collaborative culture of the City, honoring the City’s commitment to strategic planning and community engagement, innovative public policy that reflects best practices, fiscal stewardship, and exceptional customer service.
Decatur, Georgia—Director of Human Resources

Expectations and Projects
The Director of Human Resources will be expected to work closely with the City’s leadership on the following and more:

- Mentor and develop the staff of the Human Resources team to ensure the department is providing excellent customer service to all stakeholders and implementing best practices.

- Review, update and adopt a new Employee Handbook of Policies and Procedures that incorporate best practices for a changing workforce and dynamic work environment.

- Evaluate and assess the City’s current HRIS system to ensure the City is getting the maximum benefits from the product and provide recommendations for improvement.

- The Director of Human Resources will be expected to be a champion for the City's multi-faceted program that focuses on equity and inclusion, ensuring that the City is hiring and promoting a diverse workforce and maintaining a welcoming and inclusive culture.

- The Director of Human Resources will need to play a leadership role in Succession Planning, as the City has dedicated and experienced staff of which many could retire in the next few years, resulting in a significant loss of institutional knowledge and talent.

- Oversee the review of training and development programs for Decatur and develop additional offerings that will ensure employees have the necessary skills and tools to be successful.

- Partner with the City Manager’s Office, Wellness Team and external agencies to expand, enhance and support the City’s current employee wellness programs.

- Oversee and administer the Human Resources Division budget.

- Make recommendations to the City Management regarding changes in policies and procedures.

- Ensure legal compliance with federal, state and municipal regulations.

- Recommend and conduct regular audits of the existing practices and programs to validate compliance.
Decatur, Georgia—Director of Human Resources

The Ideal Candidate

Candidates should have:

• A Bachelor’s degree in human resources management, business, public administration or closely related field. A Master’s degree is desirable.

• Five to seven years increasingly responsible experience in human resources management, including experience supervising, coaching and managing employees.

• Experience in HRIS systems, employee engagement and training are highly valued.

• PHR/SPHR or SHRM-SCP credentials are a preferred.

The Ideal Candidate Will Be

• Highly collaborative and team oriented.

• An effective communicator, both orally and in writing with the ability to tailor communications and presentations to connect and effectively communicate with a variety of audiences.

• Knowledgeable of and committed to best management practices in Human Resources, Benefits Administrations and Organizational Development.

• A strategic thinker who can utilize data to guide decision making.

• Trustworthy, empathic and able to build relationships at all levels of the organization.

• Familiar with HRIS systems and capable of leveraging them for the benefit of the department and organization.

• Committed to diversity, equity and inclusion.

Compensation, Benefits and Organizational Culture

Decatur is a highly collaborative, High Performance Organization with a commitment to pro-active planning and problem solving. Individuals must be comfortable working in an organization that is flexible and nimble and not focused on traditional hierarchical approaches to management.

The starting salary range for the position is $71,365 - $116,838 +/- DOQ with excellent benefits. Residency in the City of Decatur is not required.

How to Apply

Candidates should apply by May 15, 2020, with a resume, cover letter and contact information for 5 professional references to Charlene Stevens, Senior Vice President, GovHR USA. Electronic submissions at www.govhrjobs.com.

The City of Decatur is an Equal Opportunity Employer.