HUMAN RESOURCES DIRECTOR

EXECUTIVE RECRUITMENT
City of Des Plaines, IL
The City of Des Plaines (population 58,364) is a diverse, strategically located city just 17 miles northwest of Chicago and adjacent to the beautiful Cook County Forest Preserves. Located just north of Chicago’s O’Hare International Airport and along the Des Plaines River, the City is a hub for employers, recreation, entertainment and urban/suburban living. The community is a combination of long-time residents and young families, reflecting Des Plaines’ appeal to people of all ages. It is a vibrant, diverse collection of residential, commercial and industrial land uses, encompassing roughly 15 square miles of land area.

Des Plaines has undergone a renaissance in its historic downtown with new multi-family housing that supports the businesses and restaurants in the Central Business District. The City also offers a full menu of indoor and outdoor activities for a variety of interests. Recreational opportunities include bicycling on the trail system, a cruise around Lake Opeka or take advantage of the golf course, volleyball courts, picnic shelters and pavilions along the shore. There are numerous restaurant options for most any cuisine. The City has a diverse employment base with the major employers including the Universal Oil Products, Rivers Casino, Holy Family Medical Center, LSG SkyChefs, Oakton Community College, Sysco Food Service, Wheels, Inc., Juno Lighting, Warehouse Direct, Abbott Molecular and Swissport USA.

The City was incorporated in 1857 and operates under the statutory Mayor-Manager form of government. The City Manager serves as the City’s Chief Administrative Officer and is responsible to the Mayor and City Council for the efficient management and operation of all of the affairs of the City and its departments. The FY2020 Budget for the City is approximately $145 million.

The City Council is comprised of the Mayor and eight Aldermen. The Council is the legislative body of the City, setting policy direction and enacting legislation affecting the City. The City offers a full array of municipal services within six major operating departments: City Manager’s Office, Community & Economic Development, Finance, Fire, Police and Public Works & Engineering. The current City Manager has served the City since 2010 and has been the City Manager since 2012.

To learn more about Des Plaines, visit the City’s website at https://www.desplaines.org/.

Position in Brief
The Human Resources Director reports to the City Manager and is an integral part of the City’s executive leadership team, collaborating with the City’s other department heads and staff on human resource issues as well as interdepartmental issues. The director will lead a comprehensive range of human resource services for a workforce of more than 360 employees. The City participates in the Intergovernmental Personnel Benefit Cooperative (IPBC) for the purposes of insurance and the Director will serve as the City’s representative to this organization.

The Director will lead the City’s recruitment and retention efforts, collective bargaining strategies, compensation administration, risk management and organizational development initiatives. The Director must be a strategic thinker and consensus builder who can bring strong leadership and communication skills, modern and innovative management practices and benefit administration to the position.

The ideal candidate will have a commitment to best practices and customer service as well as to see themselves as a working director within the City. It is important for candidates to have experience in implementing and/or refining technology used for human resource services. Experience using NeoGov and Logos would be a plus. Ideal candidates should have the ability to explore alternatives to “the way things are always done” and introduce creative ideas for employee development.
CANDIDATE QUALIFICATIONS AND EXPECTED EXPERIENCE

- Candidates must have a bachelor’s degree in human resource management, business or public administration or closely related field from an accredited university or college. At least five years of leadership experience in human resources or closely related field is required. Possession of a master’s degree and/or a designated SPHR, SHRM-SCP, IPMA-HR CP or IPMA-HR SCP credential is a plus.

- Have a collaborative and open, friendly personality and management style and be one who can establish trust quickly with others. Know how to deal with conflict in a constructive manner. Have the ability to keep information confidential.

- Maintain a calm demeanor during times of stress, providing thoughtful advice to the public, department heads and city manager. Be flexible and open to change with a willingness to learn and ask questions. Be assertive when necessary, yet empathetic.

- Candidates will ideally have experience leading in a union environment with the ability to provide human resources direction and to build productive relationships with all personnel.

- Experienced assistant human resource directors in a larger community or candidates with a strong combination of years of experience and education are encouraged to apply.

- The successful candidate will be a highly collaborative, experienced human resources executive with a proven track record in progressive, modern management techniques, with the ability to work closely with elected and appointed officials, department heads and City employees on the City’s strategic plan implementation. The City of Des Plaines offers a competitive benefits package including health, dental and life insurance and participation in the Illinois Retirement Fund. Residency in the City of Des Plaines is not required.
Compensation and How to Apply
The advertised salary range for the position is $110,000 - $130,000 +/- DOQ. Candidates should apply electronically at www.GovHRjobs.com no later than April 24, 2020 with resume, cover letter and contact information for 5 work related references to the attention of:

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The City of Des Plaines is an Equal Opportunity Employer.