



Polk Couty, WI

DIRECTOR OF HUMAN RESOURCES



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EXECUTIVE RECRUITMENT

THE COMMUNITY

Located in the heart of the St. Croix River Valley and only an hour from the Minneapolis–St. Paul MSA, Polk County offers unmatched natural beauty, vibrant communities and an outstanding quality of life. The county is primarily rural and is home to over 400 lakes, two state parks, over 360 miles of snow mobile trails and both the Gandy Dancer State Trail and Ice Age National Scenic Trail run through the county. Many of the communities in Polk County, such as Balsam Lake, Clear Lake and Turtle Lake take their name from the adjacent lakes. St. Croix Falls sits along the scenic river way and Amery is located between the Apple River and three lakes and is home to the D.D. Kennedy Environmental area, a 106 acre preserve. Osceola offers some of the best hiking in the county, along the Osceola Bluff and Dresser is home to the winter recreation destination of Trollhaugen, one of the longest running snow sports resorts in the Midwest.



In addition to the state parks, trails and numerous lakes, the communities in Polk County offer golf courses and neighborhood parks and trails. The communities of Polk County offer farm to table restaurants, breweries, locally owned coffee shops and cafés ensuring options for everyone's tastes along with historic downtowns filled with unique boutiques. Polk County is fortunate to have venues for local art, theater, and music, providing rich cultural opportunities. Additionally, the towns, villages, and cities of the county host several festivals throughout the year, providing more opportunities for residents to make the most of all the region has to offer.

Polk County offers an affordable, attractive quality of life with ease of access to a large metropolitan area and abundant recreation and cultural amenities year-round.



DEMOGRAPHICS/ GENERAL INFORMATION



Population: 44,997

Resident demographics by race:

White or Caucasian: 93.23%

Two or more races: 4.15%

Hispanic or Latino: 2.46%

American Indian and Alaska Native: 0.73%

Black or African American: .59 %

Asian: 0.45%

Median household income: \$ 64,696

Median Home value: \$177, 100

Square miles: 956



THE ORGANIZATION

Polk County operates under the County Administrator form of government and is governed by a 15-member board with County Supervisors elected by district to staggered four-year terms. The County Supervisors appoint a County Administrator who oversees the day-to-day operations of the organization. The county is organized into six divisions: Aging and Disability Resources, Community Services, Environmental Services, General Government, Public Safety and Public Works. The county has approximately 400 FTEs and one bargaining unit in public safety. The county also owns and operates a long-term care facility, Golden Age Manor. In addition to the elected County Supervisors, the County Sheriff, Register of Deeds, County Clerk, Clerk of Courts and Treasurer are elected positions.

The County's Mission Statement: To serve and represent the public with integrity.

Mission Statement: Improve the quality of life for all who live, work, and play in Polk County.

THE HUMAN RESOURCES DEPARTMENT

The County's Human Resources Department is part of the General Government Division. The General Government Division also includes finance and technology services. The Human Resources Department has a current staff of four, including two generalists, a manager and specialist. The Director of Human Resources will lead the full complement of employee services, including recruitment and retention, labor relations, organizational development and employee training, total compensation, including benefits and employee wellness initiatives.



EXPECTATIONS AND PRIORITIES

The next director can expect to work with the leadership team and elected officials on a wide variety of projects and initiatives including but not limited to the following:

- Identify strategies and opportunities to ensure that Polk County is positioned competitively to recruit and retain talented employees.
- Guide the County's efforts to establish a merit based and/or performance pay system.
- Assess opportunities to improve and streamline the county's current employee on-boarding process.
- Enhance the use and efficiencies of the county's current HRIS System (Kronos).
- Work in partnership with division directors to develop a comprehensive employee training and engagement program for the organization.
- Review and update the employee handbook, ensuring the county is up to date with its policies and procedures and following best practices in human resources.
- Serve as a coach and mentor for the current human resources staff and create opportunities for growth and development.

CANDIDATE QUALIFICATION CRITERIA

The county is seeking highly professional candidates who take a progressive and collaborative approach to leadership and who can develop a strategic vision for the county's Human Resources Department. The following education, experience, management, and leadership criteria have been identified by Polk County as important skills and abilities for the successful candidate to possess and demonstrate.



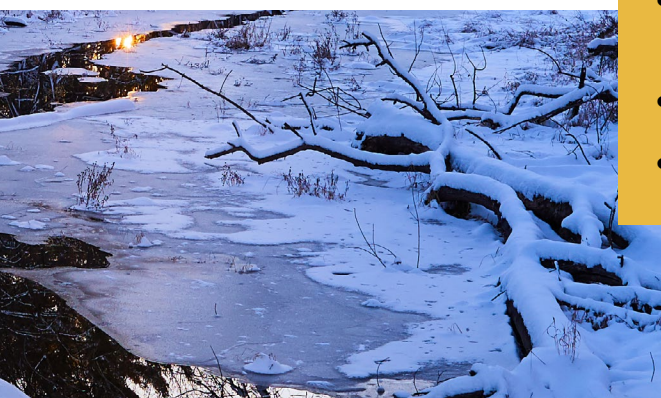
Candidate requirements:

- A Bachelor's degree in human resources management, business or public administration or closely related field. A Master's degree is a plus.
- Three to seven years of experience in the human resources field, previous experience in a local government setting is a plus.
- Familiarity and experience working with labor unions.
- PHR/SPHR or SHRM-SCP credentials are a plus.
- Demonstrated knowledge and experience implanting best practices for human resources in a similar sized organization.
- Strong technology skills, including the advanced use of HRIS systems.



The ideal candidate will be:

- A strategic and visionary leader, able to develop the human resources department as a collaborative business partner for the organization.
- An energetic and engaged leader willing to build relationships and be visible across the organization.
- A skilled project manager able to oversee complex initiatives and ensure project completion.
- A willing and skilled mentor committed to developing the skills and abilities of the team.
- An innovative and creative problem solver.
- Experienced with budget and finance.



COMPENSATION AND BENEFITS

The salary range is \$93,289 to \$109,242 DOQ. Polk County offers an excellent and comprehensive benefits package, including the opportunity to work in a hybrid or partially remote schedule.



HOW TO APPLY

Interested candidates should apply online by October 21, 2022, with resume, cover letter and contact information for five work-related references at www.govHRJobs.com to the attention of Charlene Stevens, Senior Vice President, GovHR USA, 630 Dundee Road, #225, Northbrook, IL 60062. Tel: (224) 282-8314. Interviews with the City of Polk County are anticipated in late November or early December. Polk County, WI is an Equal Opportunity Employer.