CITY OF FISHERS
invites applications for the position of:

Director of Human Resources

An Equal Opportunity Employer

SALARY: $65,610.00 - $78,732.00 Annually

OPENING DATE: 01/02/18

CLOSING DATE: Continuous

DESCRIPTION:
The City of Fishers is known as a Smart, Vibrant and Entrepreneurial community and is recognized as one of the best places to live in the United States. The City's next Director of Human Resources will have the opportunity to be part of this dynamic and collaborative organization that isn't afraid to be innovative and forward thinking. Directly responsible for the overall administration, coordination and evaluation of the human resource functions, this position reports to the Deputy Mayor and leads a team of HR staff. The HR Division strives to support the goals, objectives and values of the City as a partner to all city departments and to over 450 dedicated employees that make up the city's workforce. Working with a wide array of professions including public safety (police and fire), infrastructure (public works, engineering), and elected officials (mayor, city council) the City's HR Director is uniquely positioned to serve those that serve the community. Specific areas of responsibility include: recruiting; performance management; policy development and interpretation; employee benefits and compensation; worker's compensation; employee engagement and recognition; and employee records management.

EXAMPLES OF DUTIES:
- Annually reviews and makes recommendations to mayor and deputy mayor for improvement of the organization's policies, procedures and practices on personnel matters.
- Maintains knowledge of industry trends and employment legislation and ensures organization's compliance.
- Maintains responsibility for city's compliance with federal, state and local legislation pertaining to all personnel matters.
- Communicates changes in the organization's personnel policies and procedures and ensures that compliance is followed.
- Oversees the annual review, preparation, administration, and implementation of the city's salary ordinance.
- Consults with legal counsel as appropriate on personnel matters.
- Works directly with department heads to assist them in carrying out their responsibilities on personnel matters.
- Recommends, evaluates and participates in staff development for the organization.
- Develops and maintains a human resource information system that meets the organization's personnel information needs.
- Supervises the staff of the human resource department.
- Participates on committees and special projects and seeks additional responsibilities.

MINIMUM QUALIFICATIONS:
Bachelor's degree in Human Resources, Business, Public Administration or related field; Master's degree preferred; Five (5) years of related experience or training, or equivalent combination of education and experience; SHRM Senior Certified Professional (SHRM-SCP), SHRM Certified Professional (SHRM-CP) credential, HRCI Professional in Human Resources (PHR), HRCI Senior Professional in Human Resources (SPHR), or International Public Management Association for Human Resources (IPMA) certification preferred; General knowledge of structure and operation of local government; Strong interpersonal skills; Strong communication skills, written and verbal; Working knowledge of HRIS software systems, Kronos preferred; Employment law expertise; Cultural awareness and commitment to diversity.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.fishers.in.us

Job #01022018
DIRECTOR OF HUMAN RESOURCES
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OUR OFFICE IS LOCATED AT:
1 Municipal Drive
Fishers, IN 46038
317-595-3111
hr@fishers.in.us