



Human Resources Director

The City of Frederick (66,893), a vibrant epicenter of culture, business and finance in Frederick County, Maryland, is seeking applications from highly skilled candidates to serve as the City's next Human Resources Director.

The City operates under the mayor-council form of government, with the Board of Aldermen responsible for all policy-making and legislative authority and the Mayor responsible for carrying out the policies and ordinances of the governing body and overseeing the day-to-day operations of the City. For Fiscal Year 2017, the City is operating with a budget of \$156,802,877 for all funds.

The City of Frederick Human Resources Department provides a full range of human resources services in support of all City employees, departments and functions including recruiting, employee relations, FMLA administration, training and development and HR compliance. The Department seeks to partner with employees and management to help them provide exceptional services to citizens and the public.

Minimum requirements for the position include a bachelor's degree in public administration, human resources management, industrial psychology or related field; with a master's degree preferred. Successful candidates will possess at least seven years' progressive experience in human resources administration, with at least four years as a mid/senior level manager in a comparably sized organization. It is desired that candidates will possess significant experience in the primary areas of human resources which are provided by the City. Candidates should also hold a comprehensive knowledge of the laws and regulations governing human resources operations; strong decision making skills; the ability to establish and maintain effective working relationships; and effective negotiating skills.

The salary for the position is negotiable dependent upon candidate education and experience. Benefits include but are not limited to participation in the City's retirement system, vacation and sick leave, group life insurance, medical and dental insurance, professional dues and conference expenses.

The position is open until filled but applicants are encouraged to apply by November 24, 2016. To be considered, please submit your application, cover letter, résumé and list of references online at <https://waters-company.recruitmenthome.com/postings/1131>.

Following the filing date, résumés will be screened by Waters & Company based on the criteria established by the City. For more information, please contact us Anne Lewis at richmond@waters-company.com.

The City of Frederick is an Equal Opportunity Employer.