

**CITY OF NORFOLK, VIRGINIA
HUMAN RESOURCES DIRECTOR**

The City of Norfolk (240,000+), the second largest city in Virginia, is seeking applications from highly skilled candidates to serve as the City's next Human Resources Director.

The City operates under the council-manager form of government, with an eight-member Council elected from five wards and two super wards and the mayor elected at-large. For Fiscal Year 2017, the City is operating with a budget of than \$1.13 billion.

The Human Resources Director works closely with the all City departments to ensure City programs, policies and interventions are aimed at hiring, retaining and developing a quality workforce, and improving the effectiveness and culture of the organization. The Human Resources Director should be service acclimated with a strong orientation toward internal and external customer service; innovative, progressive, proactive and energetic; and a self-starter with an analytical approach to human resource issues and problems. The Human Resources Director reports to a Deputy City Manager and is directly responsible for overseeing a department of approximately 35 employees and an annual operating budget of \$3,496,562.

Minimum requirements for the position include a Master's degree in with major course work in Human Resources Management, Public Administration, or a related field. Successful candidates should possess over seven years of progressive management experience in Human Resource Management or a related field and must have considerable knowledge of Federal and State employment laws, fringe benefit programs and their administration, performance and risk management, as well as classification and compensation systems. It is desired that candidates be adept at organizing human resource functions, the implementation of automated human resource information systems, and the use of innovative technology to improve human resource services. Candidates should also possess budget development experience and knowledge of disability management services and workers' compensation. Desired qualities include excellent organizational abilities in order to develop a qualified, diverse, motivated workforce; exceptional communication skills, both oral and written; and strong leadership capabilities.

The salary for the position is negotiable dependent upon candidate education and experience. Benefits include, but are not limited to, participation in the City of Norfolk's retirement system, vacation and sick leave, group life insurance, medical and dental insurance, professional dues and conference expenses. Relocation expenses may be negotiated with the City and the successful candidate is expected to reside in or relocate to the City of Norfolk within six months of the initial employment date.

The position will remain open until filled, but the first review of applications will take place April 7, 2017. To be considered, please submit your cover letter, resume with salary history and list of five professional references online at: <https://waters-company.recruitmenthome.com/postings/1269>. Following the filing date, applications will be screened by Waters & Company based on the criteria established by the City of Norfolk. The City will then review recommended candidates who most closely meet the established criteria. For more information, please contact us at richmond@waters-company.com.

The City of Norfolk is an Equal Opportunity Employer.