



VACANCY ANNOUNCEMENT
ASSISTANT DIRECTOR OF HUMAN RESOURCES
Hiring Salary Range: \$72,200 to \$90,000 DOQ

The City of Fredericksburg (recently named by [Southern Living](#) as one of the best small towns in the South) is seeking an Assistant Director of Human Resources to assist in the management of the Human Resources Department. This is a **newly created position** that provides professional, technical and analytical support in a variety of areas including, but not limited to: recruiting and selection, learning and development, benefits administration, classification and compensation, employee relations, and compliance management. Additionally, this position will assist in leading the development and implementation of proactive diversity, equity and inclusion initiatives which will support the City of Fredericksburg's diversity and inclusion initiative.

Prior experience in a Virginia local government is strongly preferred. Bachelor's degree in Human Resources, Business or Public Administration or a related field, with a minimum five (5) years of progressively responsible experience in public human resources administration and management; or any equivalent combination of training and experience which provides the required skills, knowledge and experience and abilities. SPHR/PHR or IPMA-CP/SCP certification preferred.

The City is currently transitioning software systems from Bright and Associates to Tyler/Munis. Prior experience in either or both of these systems is a plus.

While the position is open until filled, completed City Applications and resumes should be submitted before the close of business on **09/04/2020**. Priority will be given to applications received by **08/21/2020**.

Come be part of a knowledgeable and amazing work team committed to excellence in serving a thriving and growing community and the commitment to [City's Core Values](#). The City is a member of the Virginia Retirement System and offers competitive health insurance and leave benefits.

Applications may be found at <https://www.fredericksburgva.gov/216/Employment>. Additional information may be found on the City's web page: www.fredericksburgva.gov

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